

TheWallis |

The Wallis Chief Advancement Officer

ABOUT THE WALLIS

The mission of The Wallis is to create, present and celebrate unique performing arts events and educational programs that reflect the rich cultural diversity of our community. Since opening its doors in October 2013, The Wallis has produced and presented numerous dance, theater, music, film and family programs, as well as dozens of education and outreach initiatives, to an ever-expanding audience. Under the leadership of Executive Director & Chief Executive Officer Rachel Fine and Artistic Director Paul Crewes, The Wallis brings its audiences world-class performing arts, performed by many of the world's most talented and sought-after artists in eclectic programming that mirrors the diverse landscape of Los Angeles and highlights its local artists and talent. The Wallis has, in a short time, received prominent recognition and respect for its artistic and educational work locally, nationally and globally.

POSITION OVERVIEW

The Chief Advancement Officer will have the exciting and rewarding opportunity to chart the next phase of philanthropic growth for The Wallis, including a multi-year comprehensive campaign to ensure sustainability, continued excellence in the performing arts, and preservation of our extraordinary performing arts campus. Together with the leadership team, the CAO will lead the planning, development and implementation of development strategies and programs to raise \$6+ million in contributed revenue annually for business operations.

The CAO must be a self-directed, results-oriented front-line fundraiser responsible for overseeing a strong development team and executing a comprehensive and effective development plan for The Wallis. Our education programs are wonderfully integrated and embedded into everything we do, and they should be attractive to a candidate for their own personal reasons, as well as facilitating significant development opportunities and potential. The position reports directly to the Executive Director & Chief Executive Officer and manages the development department and senior members of the development team.

ROLES AND RESPONSIBILITIES

Leadership + Staff Management

- Oversees the production of all campaign collateral including copy and design of donor materials, working closely with the marketing team to ensure consistent branding and messaging.
- Works closely with the Leadership Team, Development Committee and Board of Directors to identify funds needed, ideal funding targets, and approaches.
- Works closely with the ED & CEO and CFO/Director of Finance & Administration to budget annual departmental spending and monitor such spending to ensure expenses are within the approved budget.
- Works closely with the Director of Marketing & Communications to ensure appropriate messaging and materials to support cultivation and solicitation activities as well as any other interdepartmental activities.

Strategy + Board Relations

- Develops and maintains key long-term relationships with Board members, donors, prospective donors and community leaders by initiating and pursuing face-to-face meetings on a regular basis, and empowering senior development team members to do the same.
- Serves as a member of The Wallis Senior Leadership Team, contributing to the annual operating plan and long-range planning sessions for The Wallis.
- Directs efforts to refine and implement long-range development initiatives and focus on achievable objectives to advance the comprehensive campaign, increase institutional loyalty and meet long-range departmental and institutional goals.
- Supports development chairs in Board Meetings and prepares presentations to inform and inspire support among Board members.

Fundraising

- Takes the lead in securing major contributions from individuals, foundations, corporations, and government sources for the comprehensive campaign.
- Tracks progress and benchmarks for the campaign to provide regular updates to the Board and Development Committee alongside the Campaign Co-Chairs.
- Strengthens and builds the annual fund and special events program while supporting major artistic and education projects.
- Actively seeks opportunities to be involved in the community, acting as a prominent ambassador and “face” of The Wallis.
- Directs the growth, ongoing maintenance and efficiency of the Tessitura CRM.

- Fosters an understanding and appreciation of philanthropy within the organization and throughout The Wallis community.

QUALIFICATIONS

- A minimum of 5 years of relevant experience in not-for-profit fundraising and management, preferably arts and culture.
- Bachelor's degree required; Master's degree in a related field is preferred.
- Proven track record of raising major gifts and demonstrated ability to raise funds from individuals and institutions.
- Highly desired proficiency in MS Word, Excel, Power Point; working knowledge of a CRM or Tessitura is a plus.
- Passion for the performing arts and fundraising.
- Superb communication skills: written and verbal, a strong public speaker and excellent listener.
- Accomplished relationship builder and ambassador.
- Creative, innovative and resourceful; an entrepreneurial spirit.
- Able to multi-task and handle multiple priorities with tight deadlines.
- Impressive leader, but also supporter of team success, fostering a culture of empowerment, collaboration and inclusion.

COMPENSATION AND BENEFITS

Salary commensurate with experience and a generous benefits package, including medical. The organization is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.

The Wallis is an Equal Opportunity Employer. It is our policy to provide equal opportunity to all employees, applicants and program beneficiaries. The Wallis does not discriminate against any person because of race, creed, color, religion, sex, sexual orientation, national origin, disability, age, political affiliation or citizenship. All qualified applicants, including minorities and women, are encouraged to apply.

APPLY HERE - <https://envisionnonprofit.com/executive-search/we-re-recruiting/the-wallis---chief-advancement-officer/?id=1549997>