

## Development Assistant

### ABOUT US

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Deeply rooted in our local Beverly Hills community and influenced by cultural change, the Wallis Annenberg Center for the Performing Arts, a public-private partnership with the City of Beverly Hills, strives to be a site for the convergence of relevant, dynamic performing arts, education and civic life, strengthening our local and global community is our role as a presenter, producer, educator and community resource. We approach our work with the pioneering creative spirit of Beverly Hills and greater Los Angeles, while also recognizing that we live in a multi-cultural every-changing world guided by our core values of Trust, Artistic Courage, Enlightenment, Cooperation, Communication, Diversity, Equity and Inclusion, and Accountability.

The campus itself is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

### ABOUT THE JOB

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The Wallis is seeking a dedicated, detail-oriented administrative professional to join our team as **Development Assistant** to support the Development team and their administrative functions. Reporting to the Sr. Director of Development, this is a critical role to the success of our team, tracking incoming fundraising gifts and supporting the department with essential administrative tasks for department-wide fundraising and development efforts. If you have excellent administrative and organizational skills, meticulous attention to detail and are passionate about the arts and the educational programs presented by The Wallis, we look forward to hearing from you.

### WHAT YOU'LL DO

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- Accurate tracking of all incoming gifts;
- Data entry. Generating acknowledgments letters within 1 week of receipt of donation.
- Draft donor correspondence and communication;
- Generating various reports as needed;
- Donor and prospect research;
- Coordinating the production of Development collateral;
- Maintaining a comprehensive Development calendar;
- Fielding phone calls and maintaining the Development webpage;
- General administrative support for the department including filing, coping, and mailing;
- Coordinate & attend donor benefit events, opening night celebrations, and other development related events;
- Interface with donors as needed to answer questions, assist with ticketing or other customer service needs, help to solve problems, etc.;
- Represent Development Office at weekly Operations meeting;
- Represent The Wallis and Development Team in the David Bohnett Foundation Founders Room as needed (may require occasional pre-scheduled evenings and/or weekend work);
- The Wallis is a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties, as assigned.

## **SKILLS & EXPERIENCE NEEDED**

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- 2-3 years of experience in an office environment in an administrative support role. Prior experience in the arts and/or fundraising environment is preferred;
- Highly organized with great attention to detail and accuracy;
- Strong interpersonal skills, commitment to superior;
- Customer service experience, and excellent verbal and written communication skills are required;
- Must be able to maintain a high level of confidentiality;
- Proficiency with MS Office Suite (Excel in particular) is required;
- Experience with Tessitura and/or Raiser's Edge is a plus;
- A Bachelor's degree in the arts, humanities, communications, or similar field is preferred.

## **BENEFITS**

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This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

## **HOW TO APPLY**

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[Please Click Here to Apply](#) (Scroll to the bottom of the page and click "Apply to this job")

### **No phone calls please.**

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.