

Corporate and Foundation Assistant

DEPARTMENT: Philanthropy

FT or PT: Full-Time (hourly) w/ benefits

CLASSIFICATION: Non-Exempt

REPORTS TO: Foundation & Government Relations Senior Manager (dotted line to Corporate Relations Manager)

JOB PURPOSE

As a member of the Philanthropy team, the Corporate and Foundation Assistant will play a vital role assisting and supporting the Foundation & Government Relations Senior Manager and Corporate Relations Manager in managing and enhancing corporate and foundation gifts to the Playhouse, including grant tracking, gift entry, acknowledgments, grant materials gathering, occasional grant writing, tracking RSVPs for most corporate/foundation events, assisting in donor stewardship tasks.

ESSENTIAL JOB DUTIES

ADMINISTRATION:

- Provide administrative and clerical support, including, grant tracking, correspondence and requested reports relative to corporate and foundation gifts.
- Facilitate mailings or deliveries of grant reports and proposals to various funders.
- Compile data and information required for corporate and foundation grant submissions.
- Database management (Tessitura) and filing.
- Gift entry and acknowledgment preparation for corporate and foundation donations.
- Donor and Prospect Research (Internet, Wealth Engine, etc.)
- Process and track invoices for payment, petty cash vouchers, travel and reimbursements
- Prepare and execute mass mailings (event follow-ups, newsletters, general appeals, annual reports, special events, etc.)
- Organize and provide logistics support for special events and meetings for foundation/corporate development efforts (Corporate Nights, etc.), including taking RSVPs for corporate/foundation events.
- Assist in Innovation Night coordination and take RSVPs, tracking them in Tessitura.
- Attend Gala, Innovation Night and Opening Nights.

- Attendance at other Special Events as required
- Other duties, as assigned.
- Regular and predictable attendance

FUNDRAISING:

- Assist in writing occasional foundation or corporate grants, proposals and sponsorship requests.
- Provide assistance to team on government advocacy efforts (including occasional attendance at Arts Council or City Council meetings, etc.)

STEWARDSHIP:

- Ensure corporate donor benefits and recognition are fulfilled on a regular basis.
- Concierge Ticketing for Corporate Sponsors. Fulfill and track requests from corporate sponsors for complimentary tickets promised and work with Patron Services to fulfill them. This could be for productions at La Jolla Playhouse, or House Seats on Broadway and beyond.
- Updates Tessitura database as needed to track stewardship of donors within our "Plans" for each.
- Thankful Thursday – each Thursday we thank a donor who has helped us in a recent and meaningful way. You will maintain a calendar of opportunities, and author these posts with help from Marketing.
- Update online giving websites annually (Guidestar etc.).

QUALIFICATIONS

- Bachelor's degree (B.A.) from four-year college or university preferred
- Experience or education in writing preferred
- Excellent verbal and written communication skills, including superior composition, typing and proofreading skills
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form
- Must be proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Knowledge of Tessitura fund-raising software a plus
- Excellent organizational skills; a high level of attention to detail and the capacity to work comfortably in a rapidly changing environment on multiple, ongoing projects.
- Ability to work as part of a team as well as independently
- Ability to assess situations and independently develop a plan of action
- Ability to interact in a courteous and productive manner with all levels of staff and volunteers, from Board of Trustees to middle management to junior levels
- Ability to work with highly confidential information in a professional and ethical manner



EMPLOYMENT OPPORTUNITIES

- Availability to work select nights and weekends, specifically related to Philanthropy events.
- Ability to drive
- Passionate about the arts – and more specifically, theatre!

SUPERVISORY RESPONSIBILITY:

None

In addition to the duties listed above, the Playhouse expects the following of each employee: adheres to LJP policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in LJP events as needed or required; and completes other duties as assigned.

To Apply: Please send resume and cover letter to resumes@ljp.org. Include "Corporate and Foundation Assistant" in the subject line.

La Jolla Playhouse is an Equal Opportunity Employer and is committed to achieving a diverse workforce.

Employment decisions are based on needs of the organization, job requirements and individual qualifications without regard to race, gender, religion, age or belief and encourages applicants of all backgrounds to apply.