

Philanthropy Assistant

DEPARTMENT: Philanthropy

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

CLASSIFICATION: Non-Exempt

REPORTS TO: Associate Director of Philanthropy

JOB PURPOSE

The Philanthropy Assistant is an entry-level position supporting the administrative needs of the Philanthropy team, including ordering supplies, preparing purchase orders, tracking RSVPs for most events, coordinating processes for birthday cards and holiday cards, assisting in donor stewardship tasks and supporting Philanthropy events.

ESSENTIAL JOB DUTIES

GIFT ENTRY, ACKNOWLEDGMENTS AND STEWARDSHIP

- Tessitura Gift Entry: work with Philanthropy Operations Manager to learn all steps of gift entry for the team, and learning process to pull daily acknowledgment reports.
- Process departmental acknowledgment letters: printing and sending acknowledgements and tax receipts daily, working with Philanthropy staff to update acknowledgement templates quarterly, and prompting staff to make personal calls or send personal notes in addition to formal acknowledgements.
- Manages donor birthday card process
- Manages donor holiday card process/ mailing
- Facilitates occasional notes and chocolates (seat gifts) for Friends-level members and Ovation Club members.
- Coordinate and track gifts and cards for anniversaries, sympathy and get well occasions.
- Supports Friends and Ovation Club donor levels management and tracking.
- Supports Planned Giving solicitations and Revelle Society (legacy gifts) tracking.
- Assists Philanthropy Coordinator in other donor stewardship tasks, as assigned.

EVENT ASSISTANCE

- Supports planning and execution of events for:
 - Revelle Society
 - Individual Giving Donors

- Friends and Ovation Club Levels, particularly
- Marketing Events
- Board Meetings
- Manages FormStack Invitations (creation and maintenance)
- Takes RSVPs for Friends/Ovation events, backstage tours, WOW, Fly events
- Tracks Events in Tessitura
- Attends and assists with Gala, Innovation Night and Opening Nights
- Other events as scheduled by special events team

DEPARTMENT ADMINISTRATION

- Assists with preparing Philanthropy department budget expenses for tracking.
- Manage purchase order process, prepare and process bills.
- Orders all Philanthropy office supplies.
- Co-manages Day-to-Day Reserved Parking (outside of performance needs) calendar for Philanthropy Department related requests. (Note: Operations manages requests for other staff.)
- Manage and handle other administrative duties as assigned.

QUALIFICATIONS

- Bachelor's degree (B.A.) from four-year college or university 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
- Ability to handle multiple tasks simultaneously
- Excellent planning and organizational talent
- 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
- Availability to work select nights and weekends, specifically related to Philanthropy events.
- Ability to drive
- Passionate about the arts – and more specifically, theatre!



EMPLOYMENT OPPORTUNITIES

SUPERVISORY RESPONSIBILITY:

Volunteers

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 "Philanthropy 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.