

# Institutional Giving Coordinator

**DEPARTMENT:** Philanthropy

**REPORTS TO:** Senior Manager, Institutional Giving

**LOCATION:** La Jolla, California on the beautiful campus of the University of California, San Diego

**FLSA STATUS:** This is a full-time, non-exempt (hourly) position, eligible for a full array of benefits including health insurance and 403(b) retirement plan

**COMPENSATION:** \$17-\$19 per hour (DOE)

**HOW TO APPLY:** Submit a cover letter and resume to [resumes@ljp.org](mailto:resumes@ljp.org)

## ORGANIZATION OVERVIEW

La Jolla Playhouse is internationally renowned for creating some of the most exciting and adventurous work in American theatre. Founded in 1947, the Playhouse is now a not-for-profit, professional theatre in residence on the University of California, San Diego campus. Its mission is to advance theatre as an art form and as a vital social, moral and political platform by providing unfettered creative opportunities for the leading artists of today and tomorrow. The Playhouse's brilliant and innovative productions of classics, immersive projects, new plays and musicals have merited over 300 major honors and 35 Tony Awards, including the 1993 Tony Award for America's Outstanding Regional Theatre. These works include *The Who's Tommy*, Billy Crystal's *700 Sundays*, the Pulitzer Prize-winning *I Am My Own Wife*, *Memphis* and international sensation *Jersey Boys*.

La Jolla Playhouse will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender identity, genetic information, sex or sexual orientation, or any other protected category in its hiring and employment practices, or in any other aspect of the employment relationship.

We encourage applicants with a unique perspective inclusive of race, color, religion, familial status, gender identity or expression, sexual orientation, national origin, age and physical ability to apply. We are committed to diversity in all areas of our work, on and off stage. La Jolla Playhouse is an Equal Opportunity Employer (EOE), and all qualified applicants will receive consideration.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## STATEMENT OF JOB

As a member of the Philanthropy team, the Institutional Giving Coordinator will play a vital role assisting and supporting the Institutional Giving team in managing and enhancing corporate, foundation and government gifts to the Playhouse. Responsibilities will include tracking grant deadlines and materials, data entry, writing acknowledgment and tax receipt letters, gathering supplemental grant materials, researching and tracking prospects, tracking RSVPs for corporate/foundation events, assisting in donor stewardship tasks and benefits tracking, and occasionally writing grants.

## ESSENTIAL JOB DUTIES

### ADMINISTRATION:

- Provide administrative and clerical support, including data entry, grant tracking, correspondence and requested reports relative to institutional gifts.
- Facilitate mailings or deliveries of grant reports and proposals to various funders.
- Compile data and information required for institutional grant submissions.
- Database management (Tessitura) and filing.
- Gift entry and acknowledgment preparation for institutional donations.
- Donor and Prospect Research (Internet, Wealth Engine, etc.) and tracking.
- 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.) for Institutional Giving.
- Organize and provide logistical support for special events and meetings for Institutional Giving 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:

- Under the direction and mentorship of the Senior Manager, Institutional Giving, assist in writing occasional grants, proposals and sponsorship requests. (Additional grant writing training provided, if needed.)
- Assist 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.
- Update 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. Maintain a calendar of opportunities, and author these posts with help from Marketing.
- Update online giving websites annually (Guidestar, Charity Navigator, Data Arts Profile, etc.).

## REQUIREMENTS & PROFICIENCIES

- Of utmost importance for this role, the selected candidate must have excellent **organizational skills**; a high level of **attention to detail** and the desire to achieve excellence in all endeavors.
- Ability to **meet firm deadlines**, particularly in regards to grant submissions.
- A supreme **multi-tasker** with the capacity to work comfortably in a rapidly-changing environment on multiple, ongoing projects.
- **Analytical skills** to evaluate grant opportunities and parse through details and requirements for grant submissions.
- Excellent **verbal and written communication skills**, including superior composition, typing and proofreading skills.
- Ability to assess situations and independently develop a plan of action.
- Ability to work as part of a team as well as independently.
- 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.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook a plus.
- Knowledge of Tessitura fundraising software a plus.
- 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.
- Passion for the arts – and more specifically, theatre!

*Updated 3/25/2021*