



Hailed as the “Best Free Outdoor Summer Concert Series” by *Los Angeles Magazine* and called “a grand gift to the public... democracy in musical action” by the *Los Angeles Times*, Grand Performances presents high-quality music, dance, theater, and more at the breathtaking California Plaza in the heart of Downtown. For more than 30 years, Grand Performances has delivered the best of global culture to inspire community among the diverse peoples of Los Angeles, and reflect the many cultural interests across the region.

Grand Performances’ mission is to inspire community, celebrate diversity, and unite Los Angeles through free access to global performing arts.

#### **Job Title**

Database and Membership Associate

#### **Reports to**

Director of Development and Communications

#### **Job purpose**

This position is responsible for organization-wide database management and reporting, donor cultivation and stewardship. The Database and Membership Associate is a full-time, non-exempt position reporting to the Director of Development and Communications.

#### **Duties and responsibilities** (include, but are not limited to the following):

##### **Database Management and Reporting**

- Process donations and prepare acknowledgement letters and other correspondence in a timely manner
- Accurately code and enter constituent data into Sales Force database
- Create standard and custom reports, including giving reports, constituent lists and ticket sales
- Manage donor recognition on website and other materials and track membership benefit fulfillment
- Assist in producing and tracking direct mail, telefunding and e-campaigns

##### **Donor Cultivation and Stewardship**

- Provide concierge service for seating requests from members, partners, and VIPs
- Manage mail, e-mail, and social media fundraising appeals and membership newsletters
- Utilize Sales Force to accurately track donor interaction and ensure meaningful donor stewardship
- Support donor cultivation and stewardship mandates as laid out in the annual development plan
- Research donors and prospects, with specific focus on philanthropic changes and trends

##### **Special Events**

- Coordinate special event logistics, including receptions, stewardship events, and annual fundraising events
- Support all aspects of annual fundraiser from invitation through event execution
- Coordinate the production of event collateral
- Support engagement and cultivation of relationships for events building partnerships with businesses, community organizations and other strategic partners

### **Development Department Support**

- Develop and maintain Development Department policy and procedure manual, update policies and ensure systems are working effectively and efficiently
- Maintain calendar and files, track expenses, marketing and update website
- Other duties as assigned

### **Qualifications**

- Bachelor's degree or equivalent and/or experience, knowledge, training and skills related to fundraising and development
- 3+ years of professional experience in a non-profit organization; demonstrated success in a development function
- Proficiency in Microsoft Office, Google Drive, and database management, knowledge of Sales Force and email platforms preferred, design experience (Adobe/Photoshop, InDesign) a plus
- Excellent organizational, planning, scheduling and analytical skills
- Excellent interpersonal oral and written communication skills
- Ability to work a wide variety of shifts including afternoons, evenings, weekends and holidays
- Experience in the arts, arts administration, or passion for the arts appreciated

### **How to Apply**

If you are interested in applying for this position, please send your cover letter, resume, and writing sample to [hr@grandperformances.org](mailto:hr@grandperformances.org) with "Database and Membership Associate" in the subject line. Only applicants whose resumes are selected for an interview will be contacted. Grand Performances is an Equal Opportunity Employer and is committed to fostering diversity within its staff.