



Job title	<i>Director of Development and Communications</i>
Reports to	<i>Executive Director</i>

Organization Summary:

Grand Performances (GP) was established in 1987, at a time of redevelopment in the Bunker Hill area of downtown Los Angeles, and it benefits from a unique long-term funding and venue use agreement between the property owners and the City. In 1996, Grand Performances incorporated as a nonprofit. Over the last 30 years, the organization has grown into a national leader in its field, widely known for its eclectic programming and service to the community. *Our mission is to inspire community, celebrate diversity, and unite Los Angeles through free access to global performing arts.*

We believe that access to free, quality, diverse performing arts contributes to the health and growth of both individuals and communities. We put that belief into action by thoughtfully curating an array of music, dance, film, theatre, and spoken word events featuring great artists from around the globe and our very own streets of Los Angeles.

In 2019, GP's home venue at California Plaza will undergo a major renovation. This plaza redesign has served as a catalyst to augment our programming with plans for a July street music festival, a GP in your community initiative, and increased programming with LAX Presents. Our goal in 2020 is to invite our new audiences back to our home venue at California Plaza while continuing to present in their own communities.

Position Summary

Grand Performances seeks a passionate, energetic, committed, and resourceful leader for the position of Director of Development and Communications. The Director is an executive level position and a member of the senior management team, providing leadership and integrating fund development with the strategic growth of Grand Performances. The Director has primary responsibility for managing the growth and development of foundation, corporate, government, and individual giving. Plus the development of new strategies to support revenue generation, particularly unrestricted funds, to grow budget to \$2.5MM (current budget \$1.9MM). This is a year-round full time position. *Exempt status*

Key Responsibilities

Leadership and Management

- Establishes and implements the infrastructure needed to grow to 1M annually through but not limited to major gifts, government grants, special events, sponsorships, and corporate and foundation support
- Develops and executes Grand Performances comprehensive annual fundraising plan in collaboration with the Executive Director, board members, and senior staff
- Oversees the day-to-day activities of the development/marketing department including budgeting, planning and staff development of Database and Membership Associate and Marketing Manager
- Forges new relationships to build GP's visibility, impact and financial resources
- Supports and partners with the Executive Director and board members on all major fundraising initiatives
 - Constructs and fosters Individual Giving Plans for each board member
 - Staffs the Development Committee and works closely with Development Committee Chair
 - Assists Board Nominations Committee with prospecting new Board members
- Collaborates closely with and supports senior staff to secure funding for new initiatives; brings expertise to all areas of the organization
- Encourages and inspires a culture of philanthropy across all areas and levels of the organization
- Researches funding sources and trends, with foresight, to help position Grand Performances ahead of funding changes and trends
- Monitors direct report staff performance and development goals, sets objectives and conducts annual performance reviews
- Promotes a culture of high performance and continuous improvement that values learning and a commitment to quality

Donor Relations/Major Gifts

- Implements GP's individual donor program
 - Manages annual giving, prospect research, benefits, solicitations, stewardship, communications and events
 - Develops new donors and maintains sustaining contributors
 - Develops and implements fundraising campaigns (sustaining donors/membership; year-end campaigns, membership drives, etc.)
- Expands donors through research, networking opportunities, relationship building and outreach
- Regularly evaluates the effectiveness of fundraising strategies and identifies major gift prospects, with the goal of increasing the number and size of gifts and diversifying the donor base
- Monitors all donor information and provides progress and statistical analysis to board and senior staff
- Manages the development department operations and database (Sales Force/Patron Manager) including gift accounting and acknowledgement, management of donor records, donor stewardship and reconciliation with finance department
- Supervises all fundraising activities for Special Event(s) and assists in management of the event(s)
- Engages and cultivates relationships for friend/fundraising events building partnerships with businesses, community organizations and other strategic partners
 - Develops and oversees event reserved seating, pre- and post-event donor engagement activities
- Responsible for developing and leading a major donor/gift strategy. Identifies, cultivates, solicits and builds relationships with donors and prospects with capacity to give major and leadership gifts. Works in close partnership with Executive Director and members of the Board.

Private/Public Sector Fundraising Operations

- Leads the planning and execution of annual and strategic fundraising plans targeting individuals, foundations, corporations, sponsorships, and government grants and coordinating the support and involvement of staff, board members, advisory council(s) in fundraising activities.
- Serves as a spokesperson and lead point person on foundation interactions that help promote and/or impact the organization
- Manages private and government grant writing and reporting
 - Monitors schedules, prospect research and cultivation
 - Ensures corporate partnerships and grant obligations are fulfilled
 - Develops, executes, tracks, reports and archives all proposals with a long-term management approach
- Leads the communication effort for the organization: oversees media and public relations, website, social media, reports, development newsletters and general public newsletters.

Qualifications

- Bachelor's degree required, Master's degree preferred or an equivalent combination of education and/or experience, knowledge, training and skills related to fundraising and development
- 10-plus years of professional experience in a nonprofit organization; demonstrated success in a development function
- Highly collaborative style; experience developing and implementing development strategies and soliciting senior staff for input in developing strategies
- Excellent organizational, planning, scheduling and analytical skills
- Demonstrated skill and comfort in building relationships with major donors, corporate and foundation relations and in successfully positioning subject matter to achieve high impact donations
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Demonstrated experience and leadership in constructing and implementing a comprehensive strategic development plan
- Innovative thinker, with a track record for translating strategic thinking into action plans and output
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
- Must be self-motivated; skill in organizing self and others
- Ability to establish and maintain effective working relationships with employees, board and guests; well-developed interpersonal skills
- Ability to work a wide variety of shifts including afternoons, evenings, weekends and holidays and substitute when needed

- Passion for Grand Performances' mission
- Knowledge of Sales Force/Patron Manager and wealth screening engines strongly recommended

Physical requirements

- Frequently communicates with artists, vendors and staff in person, on the telephone, and on the computer
- Frequently sits at computer and uses hand and fingers
- Occasionally walks, stoops, kneels, bends and reaches
- Occasionally lifts objects weighing up to ten pounds when moving equipment and supplies

Direct reports

Development Associate & Database Manager

Marketing Manager

How to Apply

If you are interested in applying for this position, please send your resume and cover letter to hr@grandperformances.org with the job title 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.