

DEVELOPMENT ASSOCIATE

Organization Name: Los Angeles Children's Chorus (LACC)

Position Category: Development (Part-time, 20 hrs/wk)

Duties and Responsibilities: The Development Associate is responsible for assisting the Director of Development in coordinating and implementing the development functions for Los Angeles Children's Chorus. Development functions include: the cultivation, solicitation and acquisition of gifts to the annual fund (individual, foundation, corporate, government); prospect research; grant writing and report preparation; record keeping and file management; donor acknowledgment and benefit delivery; and execution of special events and self-produced concerts. Additional responsibilities may be assigned as appropriate.

The Development Associate reports directly to the Director of Development.

DUTIES AND RESPONSIBILITIES:

- Assists in the preparation of grant applications and progress reports; creates and maintains up-to-date collateral materials for grant applications;
- Maintains a departmental calendar of deadlines to assure that grant applications and reports are filed on time;
- Writes correspondence, donor profiles, articles, and other writing assignments as needed;
- Conducts prospect research;
- Maintains donor files and database; generates pledge reminders and follow-up;
- Coordinates acknowledgments for gifts and grants to ensure that LACC's valued donors are recognized appropriately and efficiently; assists in facilitating individual donor benefit delivery and fulfillment of foundation grantee requirements and corporate sponsorship benefits;
- Assists in coordinating specialized mailings and follow-up; coordinates partner programs such as eScrip, Innisbrook, matching gifts; assists with seasonal fundraisers; generates and schedules email communications to various Chorus constituencies; assists in the marketing of LACC concerts and events via online resources;

- Assists in planning donor recognition and cultivation events and staffs receptions related to self-produced concerts, open rehearsals, professional development offerings, and other activities;
- Attends and take minutes at monthly Board meetings; interacts regularly with and provides staff support to Board members;
- Acts as primary staff liaison for LACC's important support groups, including the Parent Guild, Alumni Association, and volunteers;
- Gathers statistical and anecdotal information on LACC programs for the purposes of reporting and program development.

Requirements: The ideal candidate will be an experienced professional with relevant work experience. The candidate must be a motivated self-starter with a strong interest and background in core areas of development, including grant, report and correspondence writing; donor cultivation; major gift solicitation; and special event implementation. The candidate must have superior interpersonal, written and oral communication skills (excellent business and creative writing skills are essential), be highly organized with a meticulous attention to detail, and be able to manage multiple projects simultaneously. The exercise of discretion in the treatment of confidential donor information is crucial. S/he must be articulate and able to represent Los Angeles Children's Chorus to individual, corporate and foundation donors, political and community leaders, and LACC's community of choristers and parents. The candidate must be a creative team player and must have excellent computer skills with demonstrated competence in Word, Excel, and donor databases; knowledge of graphic art and PowerPoint programs is highly desirable. Experience working for an arts organization, knowledge of classical music, and familiarity with Greater Los Angeles philanthropy and community are also assets. The candidate will be asked to provide references and writing samples.

Salary Commensurate with experience.

Organization Description: Los Angeles Children's Chorus, under Artistic Director Anne Tomlinson, is recognized throughout the country for its exceptional artistic quality and technical ability. Founded in 1986, LACC performs frequently with leading music ensembles including the Los Angeles Philharmonic, Hollywood Bowl Orchestra, Los Angeles Master Chorale, Los Angeles Chamber Orchestra, Calder Quartet, and Pasadena Symphony. LACC also assists LA Opera

by training and providing children for its opera productions that require children's chorus or child soloists.

During its 2009|2010 season, entitled "BOUNDLESS!," LACC welcomed LA Phil music director Gustavo Dudamel to Los Angeles as part of ¡Bienvenido Gustavo! at the Hollywood Bowl; collaborated with contemporary music ensemble Jacaranda and the Pasadena POPS; took part in the LA Phil's West Coast, Left Coast festival and will take part in the Green Umbrella series; will perform with the Los Angeles Master Chorale in Bach's St. Matthew Passion; and will make its debut at the new Broad Stage in Santa Monica.

LACC's roster includes more than 350 children from 60 communities across Los Angeles in six choirs and one class for 6-7 year old boys and girls, First Experiences in Singing. LACC's intensive training program includes weekly or twice weekly rehearsals, individual vocal coaching and comprehensive musicianship classes.

LACC has toured Brazil, Great Britain, Italy, Australia, Germany, Austria, Hungary, the Czech Republic and Poland, as well as many parts of the United States and Canada. In 2008, Concert Choir performed at the China International Arts Celebration for Young People during its tour to China prior to the Beijing summer Olympics.

Among its numerous accomplishments, LACC produced a commissioned, world-premiere opera, "Keepers of the Night" (2007) by composer Peter Ash and librettist Donald Sturrock and appears on "Amore Infinito" ("Infinite Love"), a Deutsche Grammophon CD of songs based on poems by the late Pope John Paul II and performed by Plácido Domingo, released worldwide in March 2009.

LACC is featured in the Academy Award-nominated documentary, "Sing!" and sequel documentary "Sing Opera!" by award-winning Santa Monica filmmakers Freida Lee Mock and Jessica Sanders. "Sing!" chronicles a year in the life of the choir and is shown frequently on PBS stations nationwide. A third LACC documentary, "Sing China!" was premiered in November 2009.

For more information, please visit www.lachildrenschorus.org.

Location Pasadena, CA

Date Available 1/4/10

Date Posted 1/4/10

Application Deadline 1/31/10

Contact Name Please send cover letter and resume to:
Julie Larson, Director of Development

Contact Email jl Larson@lchildrenschorus.org

Contact Phone No phone calls

Contact Fax (626) 793-0173

LACC website www.lchildrenschorus.org