

Director of Principal Giving

ABOUT US

The Wallis Annenberg Center for the Performing Arts is a dynamic cultural hub and community resource where local, national and international artists share their artistry with ever-expanding audiences. The campus, located in the heart of Beverly Hills, CA, is committed to robust and distinctive presentations and education programs curated with both creativity and social impact in mind. Distinguished by its eclectic programming that mirrors the diverse landscape of Los Angeles and its location in the entertainment capital of the world, The Wallis has produced and presented more than 275 dance, theater, opera, classical music, cinema and family programs since its doors opened in October 2013. Hailed as “a courier” (*LaLa Magazine*), The Wallis was lauded by *Culture Vulture*, which proclaims, “If you love expecting the unexpected in the performing arts, you have to love The Wallis.” Its programming has been nominated for 48 Ovation Awards and seven L.A. Drama Critic’s Circle Awards.

The campus itself, a breathtaking 70,000-square-foot facility celebrating the classic and the modern, has garnered six architectural awards. Designed by acclaimed architect Zoltan E. Pali (SPF:architects), the restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater’s dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater; an inviting open-air plaza for family, community and other performances; and GRoW @ The Wallis: A Space for Arts Education, where learning opportunities for all ages and backgrounds abound. Together, these elements embrace the city’s history and its future, creating a performing arts destination for L.A.-area visitors and residents alike. The Wallis Annenberg Center for the Performing Arts is led by Chairman of the Board Michael Nemeroff, Executive Director & Chief Executive Officer Rachel Fine and Artistic Director Paul Crewes.

Although The Wallis will not re-open its two indoor theaters prior to September 2021 due to the current state of the Covid-19 pandemic, The Wallis team will be active and imaginative while our theaters remain closed. We will continue to provide a robust mix of compelling virtual programs, both artistic and educational, as well as opportunities for meaningful patron engagement.

Additionally, The Wallis is bolstering its co-produced and presented artistic digital offerings, which have been received by our audiences with great enthusiasm. Among numerous highlights, we are presenting a digital engagement of *Wiesenthal*, Tom Dugan’s critically acclaimed one-man show that was a sold-out hit in our 2015/16 Season, and a four-part digital series featuring esteemed violinist Vijay Gupta, a MacArthur Fellow, pianist Suzana Bartal and cellist Peter Myers performing acclaimed composer Reena Esmail’s Piano Trio; and major digital presentations by Wallis favorite Hershey Felder. GRoW @ The Wallis, The Wallis education department, continues to thrive with its new virtual classrooms and wide array of programs for people of all ages, remaining an especially important source of arts education and human connection during this time of isolation.

ABOUT THE JOB

The Wallis is seeking a highly personable and experienced **Director of Principal Giving** to build and strengthen relationships with our leadership-gift and prospective major donors, both individual and institutional. This position reports to the Executive Director/CEO and collaborates closely with the Senior Director, Development. As the organization pursues its new comprehensive campaign and next phase of institutional advancement, the Director of Principal Giving is responsible for partnering with the Senior Director, Development and CEO to outline fundraising strategies and goals for principal and major gifts, including institutional gifts, and demonstrate consistent progress towards those goals. The Director of Principal Giving will ensure that the process of identifying, qualifying, cultivating, soliciting, and stewarding top-level donors to The Wallis is efficient and effective, as well as focuses on building long-term relationships and institutional loyalty.

The Director of Principal Giving is a relationship expert with a thoughtful, strategic, approach to engaging people in The Wallis’ mission and is committed to promoting the arts and educational programs presented and produced by The Wallis.

The ideal candidate will design and implement a realistic and intelligent roadmap for establishing and developing meaningful relationships with key individuals within The Wallis' community and network.

WHAT YOU'LL DO

- Identify and engage existing and new highly philanthropic donors, develop and execute a cultivation strategy to achieve goals of a comprehensive campaign that would dramatically increase the philanthropic capacity of The Wallis;
- Engage in discussions, encourage collaboration, and fully integrate with Senior Director, Development on major-gift pipeline development, next steps, and timeline for gift solicitations. Advise on the strategy for special major donor communications and recognition with consideration to the annual fund;
- Responsible for managing a robust portfolio of major donors, including select board members, with planned actions for identification, qualification, cultivation, solicitation, and stewardship;
- Identify and secure major gifts for annual fund, special campaigns, annual gala, and Wallis Ambassador efforts;
- In partnership with the CEO, cultivate and advance relationships with board members, track their giving and member dues while also facilitating acknowledgement letters and next steps for stewardship. Provide support to Executive Director/CEO to engage with board members, when called upon;
- Develop written and verbal solicitation strategies, proposals, and presentations for prospective major donors;
- Arrange major-donor recognition at and support Wallis donor events as needed;
- Staff the Board Development Committee, provide guidance, direction, administration and accountability;
- Prepare accurate and timely reports for Senior Director, Development and Executive Director/CEO as needed;
- Ensure that expectations of giving related to service as a Board member are clearly and consistently articulated and managed;
- The Wallis is a collaborative environment and its team must embrace a willingness to take the most effective role, as needed.

SKILLS & EXPERIENCE NEEDED

- 7-10 years of frontline (one-on-one cultivating, soliciting and closing individual gifts) fundraising experience and successful administrative experience working in donor-related services for a nonprofit organization (ideally an arts non-profit). This role requires experience securing substantial gifts;
- Ability to lead and participate in all aspects of the gift cycle;
- Strong interpersonal skills and negotiation abilities;
- Commitment to organizing efforts around fundraising goals for major gifts;
- Demonstrated understanding of the needs and interests of all donors needed to develop relationships;
- Bachelor's degree from an accredited college or university;
- Proven ability to work with volunteer leaders, donors and patrons;
- Excellent verbal and written communication skills and computer skills, with meticulous attention to detail;
- Experience with Tessitura or comparable CRM required;
- Work well with diverse patron and peer base;
- Demonstrated ability to set goals and organize workload throughout the day to meet project timelines and deadlines;
- Desire, willingness and ability to work evening and weekend performances and events;
- Exceptional organizational and written and verbal communication skills are necessary for this position, as is the ability to multitask, meet deadlines and achieve results in a team environment;
- Knowledge of Los Angeles and Beverly Hills donor community is desired.

BENEFITS

This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

HOW TO APPLY

Please email resume to jobs@thewallis.org and include Director of Principal Gifts in the subject line.

No phone calls please.

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.