

POSITION TITLE:	Assistant Director, Prospect Research and Strategy
REPORTS TO:	Director of Advancement Operations
WORK SCHEDULE:	Full time/40 hours a week – Monday to Friday; some evenings and weekends required.
WORK LOCATION:	Los Angeles
STATUS: (Exempt/Non-Exempt):	Exempt
COMPENSATION:	\$1,442.31-\$1,538.47/week, equivalent to \$75,000.12-\$80,000.44 annualized.
BENEFITS STATUS:	Eligible
DEPARTMENT:	Institutional Advancement

ABOUT THE COMPANY

At Center Theatre Group, we believe theatre creates an extraordinary connection between artists and audiences. As one of the nation's most influential non-profit theatre companies, we provide the broadest range of theatrical entertainment in the country at the Ahmanson Theatre, the Mark Taper Forum and the Kirk Douglas Theatre. Whether it's producing new work through our robust artistic development programs or engaging people of all ages and backgrounds across Los Angeles through our community and education programs, we put theatre at the center of it all.

Center Theatre Group commits to creating a safe space where access, belonging and a positive workplace culture are rooted in all levels and aspects of our work. We aim to attract, nurture and retain staff in a supportive home where we can be our best selves. We celebrate our commonalities and embrace our differences in order to ensure that everyone has access to our work onstage, behind the scenes and in the community.

POSITION SUMMARY

Center Theatre Group seeks an Assistant Director of Prospect Research and Strategy to join the Institutional Advancement team. Reporting to the Director of Advancement Operations, the Assistant Director will play a pivotal role in supporting the team's efforts to increase annual fundraising and implement a successful comprehensive campaign. This position requires strong analytical skills, strategic thinking, and the ability to manage multiple tasks simultaneously. Flexibility and collaboration are essential, as the job description is not all-encompassing and may evolve with organizational needs.

PRIMARY RESPONSIBILITIES

Prospect Management:

- Collaborate with the Director of Advancement Operations, and other IA team members on prospect identification, qualification, and assignment to maintain robust prospect pool for individual, corporate, and foundation donors.
- Work closely with Individual Giving Officers (IGOs) to provide strategic information and tools, facilitating donor relationship building.

- Regularly review and update gift officer portfolios with the Director of Advancement Operations and the Director of Development to ensure they contain high-potential prospects and meet revenue goals.
- Collaborate with the frontline fundraising team to ensure up-to-date moves management of all prospects in portfolios on an ongoing basis to ensure ask amounts are in proportion to and inform budget/goals.
- Utilize prospect research tools such as iWave to create detailed profiles and offer insights into prospect propensity, affinity, and capacity.

Strategic Planning and Support:

- Maintain knowledge of top prospects and support fundraisers in developing cultivation, solicitation, and stewardship strategies in collaboration with the Director of Advancement Operations.
- Assist in the creation of prospect briefings, profiles, reports, and other written communications for Board Members and Senior Staff.
- Monitor revenue and event RSVP reports, participating in prospect review and strategy meetings to suggest next steps.

Operational Excellence:

- Assist in developing and implementing policies and procedures for a high-capacity research program, ensuring professional standards and ethics.
- Evaluate research tools and technologies, manage vendor relations, and ensure data integrity within the Tessitura database in collaboration with the Director of Advancement Operations.
- Support gift entering and processing as needed.
- Ensure all printed materials are well-written and proofread, including letters, briefings, mailing lists, and reports.

Team Collaboration:

- In collaboration with Director of Operations, assist with communicating departmental and individual employee goals and progress towards these goals to the Director of Advancement Operations and the Director of Development.
- Conduct bi-weekly one-on-ones with Individual Giving Officers to track plans and pipelines, updating data within Tessitura as necessary.
- Assist in the preparation and facilitation of monthly portfolio reviews for the gift officers, updating plans in Tessitura post-review.

Data Management and Analysis:

- Collaborate on datamining internal and external lists, ensuring accurate, timely, and strategic information is provided to the Institutional Advancement team in alignment with IA Operations goals and priorities.
- Contribute to the enhancement and maintenance of management metrics reports.
- Monitor the use of the CRM database Tessitura to ensure accuracy, consistency, and compliance with policies.
- Demonstrate an ongoing commitment to ensuring that access, belonging and a positive workplace culture are rooted in all levels and aspects of our work.
- Other duties or projects, as assigned.

Center Theatre Group provides a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties.

QUALIFICATIONS

- A minimum of three years of prospect research experience at a nonprofit organization.
- Proficiency in Microsoft Office applications, research software, and CRM database systems; Tessitura experience preferred.
- Strong writing, critical thinking, data mining, and organizational skills with a keen attention to detail.
- Familiarity with philanthropy in the Los Angeles area is a plus.
- Strong technical skills to utilize and manipulate databases and research tools.
- Ability to generate reports from complex databases and articulate analyses and recommendations clearly.

MINIMUM REQUIREMENTS

- Ability to sit, type and work at a computer for extended periods of time.
- Ability to lift, carry 20 pounds
- Willingness and ability to work 40 hours per week. Flexibility to work overtime as needed.

All employees are required to pass a background check.

In order to ensure a safe and healthy workplace, CTG recommends that all employees stay current with COVID-19 vaccinations and boosters.

COMPENSATION

CTG offers a comprehensive compensation and benefits package including retirement plan options, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance, flexible spending accounts and employee assistance program.

HOW TO APPLY

Tell us why you are the ideal person for this job.

Please send your resume and cover letter to: ADVANCEMENTJOBS@CTGLA.ORG. Please be sure to include the position title in the subject line of the email. Due to the heavy volume of resumes received, emails that do not include the job title in the subject line of the email may not be considered. In the cover letter, please indicate how you became aware of this position, e.g., name of website, current employee, other source.

No phone calls please. We will contact qualified individuals to set up interviews.

Center Theatre Group is an equal opportunity employer and does not discriminate against any applicant on the basis of race, religion, sex, sexual orientation, gender identity, marital status, color, ancestry, disability, age, national origin, pregnancy, veteran/military status, genetic information or any

other basis prohibited by law. CTG will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance.