



501 N. Main Street, Los Angeles, CA 90012
www.lapca.org
T. 213 542-6200 F. 213 542-6272

JOB TITLE: Donor Relations Manager
CLASSIFICATION: Full-time (40 hours/week); Exempt; \$65,000 per year
REPORTS TO: CEO

ABOUT LA PLAZA

LA Plaza de Cultura y Artes is an anchor cultural institution in Los Angeles County centering the Latino experience and providing a space to uplift, share, and preserve the stories of Mexicans, Mexican Americans, and Latinx people in Southern California. Established in 2011, LA Plaza is a non-profit organization and a Smithsonian affiliate museum. More information is available at www.lapca.org.

THE OPPORTUNITY

Reporting to the CEO, and working closely with the Corporate and Foundation Relations Manager, the Donor Relations Manager is responsible for cultivating, developing, and stewarding relationships with existing donors and new prospects, focusing on securing gifts of \$1,000+ from individuals in support of LA Plaza's programs and priorities.

PRIMARY RESPONSIBILITIES

- Secures five and six figure gifts from individual donors.
- Develops a comprehensive cultivation and stewardship plan with specific benchmarks and goals.
- Researches, identifies, and cultivates new donor prospects, performs high-quality and strategic prospect research.
- Develops and implements infrastructure for capturing, measuring, and reporting the moves management strategies for current donors and prospects.
- Oversees the Membership Program, including new member outreach; database management system (Network for Good); and organizing member activities and incentives.
- Develops written proposals and other appropriate materials in collaboration with the marketing and communications team to support every aspect of the individual giving plan.
- Maintains a strong relationship with departments to gain first-hand understanding of programs and uses this information to match funder interests with organization priorities.
- Gathers information and data about accomplishments, challenges, and progress relevant to the development of funding prospects and reporting to current supporters.
- Interacts with donors via email, phone, and in-person to develop and deepen relationships through formal and informal touchpoints and stewardship. Plans and schedules informative and engaging site visits for donors.
- Tracks and manages the receipt and acknowledgment of individual gifts.
- Coordinates special donor-related events as necessary.
- Additional projects or duties as assigned.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Demonstrated record of raising funds to support a non-profit organization including individual donor management.
- At least three years' relevant work experience with non-profit organizations preferably in the arts.
- Excellent prioritization and organization skills and a proven ability to manage multiple projects under tight deadlines.
- Exceptional presentation, written and verbal communication skills, ability to efficiently create and deliver effective funding narratives.
- Knowledge of event planning required.

- Ability to take initiative and follow tasks through to completion while maintaining the integrity of confidential information of the organization.
- Demonstrated awareness of, sensitivity to, and competence in communication with and about culturally and socioeconomically diverse populations.
- Experience in financial reporting and budget management.
- Extensive donor database experience highly desired.
- Internet competency and strong computer proficiency, including the Microsoft Office software suite and a familiarity with database software.
- Excellent interpersonal skills and ability to communicate professionally with volunteers, colleagues, and donors.
- Spanish language competency a plus.

WORK ENVIRONMENT

- Extensive interaction with the public.
- Office environment in a museum setting with regular local travel and offsite meetings.
- Significant computer work (repetitive movement – typing).
- Ability to perform the physical requirements of the job, including frequent sitting standing, walking, bending, kneeling, crouching, climbing stairs, lifting, pulling, and carrying up to 30 pounds.
- LA Plaza will make reasonable accommodations to enable individuals with disabilities to perform the responsibilities of the position.

EMPLOYMENT STATUS

- Full time, exempt position
- Hybrid schedule that includes office work at LA Plaza in downtown Los Angeles, with occasional evening and weekend activity.

COMPENSATION

- Salary \$65,000.00 per year
- \$50.00 monthly cell phone/internet stipend

LA Plaza offers a competitive compensation package that includes:

- Individual health, dental, and vision care
- Non-match 401K
- Optional AFLAC coverage
- Free parking
- 90-day introductory period
- Direct Deposit of paycheck
- Paid holidays (13) plus two-weeks paid time off the last week of December and first week of January annually.

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Employment background screening and reference check will be conducted and conditional upon any offer of employment.

HOW TO APPLY

Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to jobs@lapca.org with the subject line “Donor Relations Manager.”