



Ahmanson Theatre | Mark Taper Forum | Kirk Douglas Theatre  
OFFICES 601 West Temple Street, Los Angeles, CA 90012  
CenterTheatreGroup.org

### Position Description

POSITION TITLE:	<b>Donor Advisor</b>
REPORTING RELATIONSHIPS REPORTS DIRECTLY TO:	Director of Donor Contributions Donor Contributions Supervisor Donor Contributions & Database Coordinator
DIRECT REPORTS INCLUDE:	none
WORK SCHEDULE:	Part-Time, including Evenings and Weekends for a 43 Week fund-raising campaign beginning 9/1/09
STATUS:	Non-Exempt Hourly + Commission

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### POSITION SUMMARY

Primary responsibilities include, but are not limited to making out-bound telephone calls to lapsed and current Guild and Inner Circle members and subscribers to solicit new contributions and secure renewing donors. The Donor Advisors work with the Director of Donor Contributions, Donor Contributions Supervisor, and Donor Contributions and Database Coordinator, and with other members of the Development Department to ensure the success in reaching the Board Approved Donor Contributions goal.

### PRIMARY RESPONSIBILITIES

1. Assist in achieving annual goals through active solicitation of current subscribers, lapsed subscribers, current Guild, Inner Circle and Entertainment Circle members, check-off donors and lapsed donors to acquire, renew and upgrade tax-deductible gifts to Center Theatre Group's Annual Fund.
2. Completes daily paperwork in regards to number of contacts, number and amount of donations, callbacks and declines.
3. Mailing, faxing and e-mailing information to perspective and renewing donors and following-up with telephone calls to secure donations.
4. Maintains proficiency with CTG's donor database system.
5. Other duties as assigned.

## **SECONDARY RESPONSIBILITIES**

1. Possess excellent skills in donor relations and co-worker communications.
2. Demonstrates good work habits including but not limited to attendance, following CTG workplace policies, being responsive and following through on all donor, supervisor and staff requests.
3. Possess a working knowledge of theatre and Center Theatre Group productions.
4. Must be self-motivated and persistent.
5. Other duties as assigned.

CTG 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. All employees are expected to be familiar with and adhere to Center Theatre Group's Personnel Policies and Procedures.

## **QUALIFICATIONS**

### A. Knowledge and essential skills

1. Experience in phone solicitation, preferably in a non-profit arts environment.
2. Working knowledge of computers and software including but not limited to Microsoft Word, email and databases.
3. Must be detail oriented; ability to focus on multiple projects simultaneously and function well under pressure.
4. Ability to think creatively.
5. Enthusiasm, dedication, a sense of humor and a drive to succeed.

### B. Minimum requirements: Essential functions and abilities

1. Must be available to work evenings and weekends.
2. Have access to travel to, within and around a variety of locations, both interior and exterior for meetings, events and other job-related activities.
3. Ability to effectively and efficiently operate office equipment including telephones, copiers, fax machines, and computers.
4. Must be able to lift and carry 20 pounds (i.e. reports, programs, brochures, etc.)
5. Ability to sit in workstation, type and work with a computer.
6. Requires being open to change (positive or negative) and to considerable variety in the workplace.
7. Ability to encourage and build mutual trust, respect, and cooperation among team members.

### C. Education, Experience and Licensing

1. Background in – or knowledge of – theatre arts preferred.