

LA JOLLA PLAYHOUSE
JOB DESCRIPTION

(As of November 2023)

JOB TITLE:	Corporate Relations Manager
DEPARTMENT:	Philanthropy
FT/PT:	Full-time w/benefits
FLSA CLASSIFICATION:	Exempt
COMPENSATION:	\$64,500 to \$70,000 (DOE)
SUPERVISOR:	Assistant Director, Institutional Giving

ORGANIZATION OVERVIEW:

La Jolla Playhouse is internationally renowned for creating some of the most exciting and adventurous work in American theatre. Founded in 1947, the Playhouse is now a not-for-profit, professional theatre in residence on the University of California, San Diego campus. La Jolla Playhouse advances theatre as an art form, telling stories that inspire empathy and create a dialogue toward a more just future. The Playhouse's brilliant and innovative productions of classics, immersive projects, new plays and musicals have merited over 300 major honors and 35 Tony Awards, including the 1993 Tony Award for America's Outstanding Regional Theatre. These works include *The Who's Tommy*, *Billy Crystal's 700 Sundays*, the Pulitzer Prize-winning *I Am My Own Wife*, *Memphis*, *Come From Away* and international sensation *Jersey Boys*.

STATEMENT OF JOB:

The Corporate Relations Manager secures corporate sponsorships and corporate foundation support for Playhouse productions, Learning and Engagement initiatives and Gala. This front-line fundraiser will manage the primary portfolio of corporate donors and spend a majority of their time visiting current and potential donors, cultivating and stewarding current and future supporters, networking at Chambers of Commerce and authoring and submitting proposals and grants. This position leads the Innovation Night fundraising event – securing sponsorships and individual ticket sales to meet stated goals, coordinating with special events to plan and execute the evening, and coordinating the promotional campaign and displays for the Innovation Gallery. This position will collaborate with Assistant Director of Philanthropy, Institutional Giving on foundation, government and corporate strategies and advocacy.

ESSENTIAL DUTIES:

To increase support from current donors, broaden the base of corporate support overall and build a wide-range of partnerships that will mutually benefit the Playhouse and the corporate/business community. The Corporate Relations Manager will work closely with the Philanthropy team, Managing Director, Board Members and Philanthropy Committee leadership to maximize corporate, Gala and Innovation Night support by:

FUNDRAISING

- Manage a portfolio of approximately 150 current and prospective corporate donors.
- Identify new prospects, research their capacity to be involved, strategize the best approach to solicit, author proposals or grants to solicit support, steward relationships and renew gifts on an annual basis. (50%)
 - Write corporate proposals, sponsorship requests and corporate grant applications--submitting appropriate reports in a timely manner to develop and increase support.

- Design and implement specific Corporate Giving programs for Playhouse productions and related programming, Learning & Engagement initiatives, Gala and Innovation Night to maximize giving.
- Determine appropriate membership levels, sponsorship opportunities and benefit packages to achieve annual corporate, Gala and Innovation Night revenue goals.
- Work with appropriate members of the Board and, in particular, those that serve on the Corporate/Philanthropy and Innovation Night Committees, to maximize corporate prospecting and support.
- Lead role in planning the annual Innovation Night event – including renewal of corporate sponsorships and host committee members, planning promotional campaigns, planning the Innovation Night Gallery and marketing of single ticket sales. (25%)
- Act as the public face of the Playhouse in the corporate community, representing the Playhouse at outside functions, including San Diego Regional Chamber of Commerce, North San Diego Business Chamber and other similar groups. (5%)
- Plan and develop corporate sponsor appreciation and networking events to enhance corporate support. (5%)
- Other duties as assigned.

STEWARDSHIP

- Ensure corporate donor benefits and recognition are fulfilled on a regular basis.
 - Corporate Events – many corporate sponsors are promised events and/or visibility at La Jolla Playhouse. The Corporate Relations Manager works with our contacts at each company to help them plan their engagement. (Note: our special events team manages the logistics of the event – but you are managing the relationship with our donor, facilitating the important requests.) (5%)
 - Concierge Ticketing for Corporate Sponsors. Along with the Senior Coordinator, Institutional Giving, fulfill and track requests from corporate sponsors for complimentary tickets promised and work with Patron Services to fulfill them. This might be for productions at La Jolla Playhouse, or House Seats on Broadway and beyond. (5%)
- Update Tessitura database as needed to track stewardship of donors within our “Plans” for each. (5%)

QUALIFICATIONS & PROFICIENCIES:

- Knowledge of direct solicitations, **fundraising** principles and techniques and experience working with volunteers and donors.
- Self-directed, **entrepreneurial spirit**; willingness to try new ideas.
- Knowledge of the regional **corporate community** strongly preferred.
- Regular and predictable **on-site** attendance.
- **Flexibility** and **adaptability** are core to success in our philanthropy department
- A **positive attitude, integrity** and spirit of teamwork
- Alignment with the **values** of La Jolla Playhouse
- A commitment to uphold and support the Playhouse’s **Anti-Racism Action Plan**
- Excellent **organizational skills** are beneficial to this role.
- A high level of **attention to detail** and the desire to achieve excellence in all endeavors
- Ability to **meet firm deadlines**, particularly in regards to grant submissions
- A supreme **multi-tasker** with the capacity to work comfortably in a fast-paced and ever-changing environment on multiple, ongoing projects.
- **Analytical skills** to evaluate grant opportunities and parse through details and requirements for grant submissions.
- Excellent **verbal and written communication skills**, including superior composition, typing and proofreading skills.
- Ability to assess situations and independently develop a plan of action.
- Ability to interact in a courteous and productive manner with all levels of staff and volunteers, from Board of Trustees to middle management to junior levels.

- Work the following special events: Gala, Innovation Night and six Opening Nights
- Work at other Special Events, including corporate-focused events, as required.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook a plus.
- Knowledge of Tessitura fundraising software a plus.
- Ability to work with highly confidential information in a professional and ethical manner.
- **Availability to work select nights and weekends**, specifically related to Philanthropy events.
- Passion for the arts – and more specifically, theatre!
- Being fully vaccinated against COVID-19 by an FDA approved vaccine is a condition of employment

SUPERVISORY RESPONSIBILITY:

Yes. Dotted line supervision of Senior Coordinator, Institutional Giving.

In addition to the duties listed above, the Playhouse expects the following of each employee: adheres to Playhouse policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in Playhouse events as needed or required; and completes other duties as assigned.

I have received a copy of this job description. I understand the duties and am fully able to meet the requirements of this position. I further acknowledge and understand that nothing contained within this job description alters my at-will employment status.

Employee Signature

Date

Print Name

Supervisor Signature

Date

Print Name