



DONOR RELATIONS SPECIALIST

DEPARTMENT: Philanthropy

REPORTS TO: Director of Philanthropy

LOCATION: On-site in La Jolla, CA on the scenic UC San Diego campus

CLASSIFICATION: Full-time, non-exempt (hourly) position, with a comprehensive benefits package

SCHEDULE: Monday through Friday during regular business hours, with occasional evening or weekend work required

COMPENSATION: \$25-30per hour

APPLICATION MATERIALS: Resume and cover letter required

APPLICATION LINK:

https://workforcenow.cloud.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=59db886c-f8c4-4c93-839d-20197ea476c5&ccId=19000101_000001&lang=en_US&jobId=48201

ABOUT THE ROLE:

The Donor Relations Specialist is a front-line fundraising role on the Individual Giving team working with a portfolio of donors giving from \$150-\$999 annually and performing high-level stewarding tasks for cultivating donors. Tasks include fulfilling stewardship and benefits, creating and tracking RSVPs for events, supporting notes and chocolates, campaign mailings and other donor appreciation items including attending Philanthropy events. This position is primarily responsible for acquiring and renewing donors and administering the benefits and sending donor acknowledgement letters.

ESSENTIAL DUTIES:

- Manage and fundraise a portfolio of donors, including Friends (\$150), Ovation Club (\$250), and Center Stage Club (\$500) donor levels and support all fundraising initiatives.
- Cultivate and prospect research subscribers and Playhouse supporters to become new donors.
- Project manage the department acknowledgement letters and tax receipts process from creation to distribution.
 - Tessitura Gift Entry and Acknowledgments reporting and daily processing
- Ensure donor benefits are fulfilled on a regular basis by updating department-wide documents to track season and production sponsors. This includes working with the Marketing & Communications Department to create show posters and ensure appropriate donor recognition on banners, and overseeing acknowledgments in theatre programs, on event invitations and lobby displays.
- Project manage logistics for Backstage Tours.
- Manage, organize and order La Jolla Playhouse-branded gifts for donors and staff.
- Project manage Playhouse holiday cards from creation through distribution.
- Work with Marketing & Communications Department to create and update monthly email signatures with new campaigns.
- Support Individual Giving Manager with curated donor events, including Inner Circle Nights, Donor Lounges, Playhouse Annual Tour and the WOW Festival.

- Coordinate and track gifts and cards for anniversaries, sympathy and get-well occasions for both donors and team members.
- Send new donors a welcome packet of new or upgraded benefits on a monthly basis. Update and maintain all materials as needed.
- Engage in donor prospect research, in collaboration with Assistant Director of Philanthropy Operations.
- Create and distribute VIP Playhouse gift certificates requested by Trustees and major donors.
- Track RSVPs for special events and backstage tours in Tessitura.
- Serve as back up to Philanthropy Coordinator for Notes and Chocolates stewardship and ensure all data from notes and chocolates is recorded in Tessitura CRM database.
- Attend and assist with Gala, Innovation Night, VIP Celebration Nights, and other special events as scheduled.
- Support Director of Philanthropy, Assistant Director of Philanthropy and Individual Giving Manager, as needed.

PREFERRED QUALIFICATIONS:

- Bachelor's degree or equivalent combination of education and relevant experience
- 3-5 years of fundraising experience in a nonprofit organization in Philanthropy
- Strong interpersonal and relationship-building skills, with the ability to work effectively with donors, trustees, volunteers, advisors, and colleagues across the organization
- Excellent written, verbal, and presentation skills, including experience drafting donor correspondence, proposals, and gift documentation
- Strong Microsoft Office experience including Outlook, Word, and Excel
- Ability to work independently, manage multiple priorities, and contribute as a collaborative team member
- Access to reliable transportation and ability to travel locally for donor meetings and events

WORK ENVIRONMENT:

This role operates in a shared office environment that requires frequent verbal and written communication, focus amid background noise, and comfort using computers, phones, and other standard office equipment.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. This role is primarily based in an office environment and includes regular computer use, participation in meetings, and attendance at donor events and performances, including occasional evenings and weekends. The position may occasionally move materials weighing up to 20 pounds, with or without assistance.

WHY YOU'LL LOVE WORKING HERE:

- Medical, dental, vision, life and long-term disability insurance
- 403(b) retirement plan with employer match after one year
- Paid time off (vacation, sick, holiday, and more)
- Free parking on UCSD campus
- Complimentary tickets to Playhouse performances

- The opportunity to contribute to a nationally recognized arts organization with a collaborative, mission-driven team

ABOUT LA JOLLA PLAYHOUSE:

is a place where artists and audiences come together to create what's new and next in the American theatre, from Tony Award-winning productions, to imaginative programs for young audiences, to interactive experiences outside our theatre walls. Founded in 1947 by Gregory Peck, Dorothy McGuire and Mel Ferrer, the Playhouse is currently led by Artistic Director Jessica Stone and Managing Director Debby Buchholz. The Playhouse is internationally renowned for the development of new plays and musicals, mounting 120 world premieres, commissioning 70 new works, and sending 37 productions to Broadway, garnering a total of 44 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre. We are committed to diversity in all areas of our work, on and off stage. We lead with our values and encourage individuals with unique perspectives to apply. EOE