SENIOR MANAGER, SUPPORT GROUPS

POSITION SUMMARY

Segerstrom Center for the Arts seeks an experienced nonprofit professional with exceptional interpersonal and managerial skills, and expertise in volunteer management. The Senior Manager of Support Groups will be responsible for the direction and oversight of volunteer fundraising groups known as Support Groups—specifically, the Angels of the Arts, the Center Stars, and The Guilds of Segerstrom Center for the Arts.

This role is a full-time opportunity and will report to the Senior Director, Special Events and Support Groups, overseeing the Manager of Events & Support Groups Administration as well as the part-time Assistant Manager of Support Groups.

PRIMARY RESPONSIBILITIES*

- Develop an annual comprehensive strategic plan for Support Groups, including member recruitment, retention, governance, financial structures, dues, benefits, and recognition
- Collaborate with Manager of Special Events & Support Groups on revenue and expense budgeting and projections
- Work closely with the elected volunteer boards of directors of assigned Support Groups
- Manage assigned Groups’ activities including membership recruitment, stewardship, fundraising activities, special events, Board, and general membership meetings
- Assess Support Groups members’ philanthropic interests and potential and work strategically with Development Officers on their cultivation and solicitation.
- Collaborate with other departments at the Center to coordinate aspects of Groups’ special events
- Keep Development team and Center leadership apprised of key updates from Support Groups, particularly upcoming events, and opportunities for engagement
- Attend Support Group and chapter meetings as Center representative, give presentations as needed
- Work with Manager of Special Events & Support Groups to prepare, maintain financial statements and event budgets for assigned Groups, ensuring proper gift accounting and receipting
- Assist with publicity for Support Groups including web presence, newsletters, and Center publication stories
- Collaborate with the Marketing Department to create Support Groups event collateral materials
- Work with Assistant Manager to guide the planning of the Angels’ annual travel excursions
- Travel with the Angels, both Nationally and Internationally, as their on-site liaison
- Use the Tessitura database to ensure accurate account information and moves management for Support Groups members
*Other duties may be assigned in support of departmental goals.

**ESSENTIAL QUALIFICATIONS:**

- Outgoing, with exceptional interpersonal and organizational skills
- Flexibility to work as an effective leader and/or team member, as the situation requires
- Minimum of three (3) years’ experience in non-profit fund development and/or volunteer management, is required
- Experience working effectively with diverse leadership styles and personalities is crucial
- Strong public speaking and presentation skills
- Proficiency with databases and Microsoft Office Suite
- Strategic thinker and strong communicator
- Possess a genuine interest in the arts and be team spirited
- Understanding of the Center’s mission, and a talent for inspiring and aligning volunteers toward common goals
- Valid Driver’s License

**COMPENSATION:**

- Salary of $66-70,000 per year plus comprehensive benefits.

**PHYSICAL DEMANDS***

- Regularly sit or stand at a workstation in an office or cubicle setting
- Continually work with a computer and use the telephone
- Ability to communicate clearly and effectively
- Occasionally lift and/or move up to ten pounds

***Consistent with its obligations under the law, Segerstrom Center for the Arts will provide reasonable accommodation to any employee with a disability who requires accommodation to perform essential functions of his or her job

**WORK CONDITIONS**

- Occasionally exposed to outside weather conditions
- The noise level in the work environment will vary and may be loud at times depending on scheduled events

**SPECIAL REQUIREMENTS**

All Segerstrom Center employees must be fully vaccinated against COVID-19, subject to certain medical, disability, and religious exemptions.
HOW TO APPLY:
Send your resume and a cover letter containing your salary requirements as separate PDF attachments to devojobs@scfta.org. No phone calls, please.

Segerstrom Center for the Arts is an Equal Opportunity Employer (EEO). All qualified applicants will receive consideration for employment without regard to race, color, national origin, age, gender, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other status protected by local, state, or federal law.

Rev 7.27.22 – HR Approved