

<b>Job Title:</b> Prospect Researcher & Development Operations
<b>Status:</b> Full Time Non-Exempt
<b>Department:</b> Development
<b>Reporting Structure:</b> Associate Director, Development Operations

### Our Mission

Segerstrom Center for the Arts believes in the power of performing arts to transform lives and that the shared experience and exploration of the arts will help unite Orange County, creating a more culturally connected and vital community. We will help shape the Orange County of the future through meaningful collaborations with diverse communities, embracing creativity in all its forms and enabling a more inclusive, vibrant performing arts scene at the Center and across the region. We will maintain the excellence of our core artistic and educational programs while demonstrating the entrepreneurial resolve to extend resources, know-how and creativity into the communities we engage with. The Center will be transformed into a cultural hub and dynamic town square deeply ingrained in the fabric of our community. Artistically ambitious yet accessible to all, the Center will shine as the very model of the successful performing arts center of the future. We will show that together we thrive when we make the arts matter.

### Department

The development department builds key strategic relationships with our philanthropic community to raise critical funds for Segerstrom Center for the Arts, a non-profit organization. We work closely with individuals, corporations, and foundations to make the renowned, life-changing work we do possible, raising more than \$14 million annually. Segerstrom Center for the Arts was built through philanthropy and it is at the core of our vision for becoming the model of the successful performing arts center of the future.

### Job Summary

The Prospect Researcher and Development Operations is a valuable member of the Segerstrom Center for the Arts Development team, contributing to an overall goal of \$14M+ annually. This position reports directly to the Associate Director of Development Operations and supports the team's fundraising efforts through prospect research, operational support, and data management with a specific emphasis on major gifts.

### Primary Responsibilities\*

- Assist in the identification, research and distribution of qualified leads to help build and sustain a strong pipeline of prospects and donors.
- Utilize prospect research tools such as iWave, DonorSearch, Foundation Center and other online and print reference resources to conduct prospect analysis and confidential research profiles.
- Actively participate in the recording, updating and monitoring of donor/prospect research and identification as well as moves management.
- Lead regular prospecting, solicitation and cultivation meetings with frontline fundraisers.
- Create customized queries as needed to support department.
- Maintain integrity of CRM database through updating records and reconciliation

### Other Duties and Responsibilities



# Seegerstrom Center for the Arts®

- Assist with Development special events throughout the year

*\*Other duties may be assigned in support of departmental goals.*

## Requirements and Competencies

- Bachelor's Degree or equivalent work experience in Development
- Strong data-mining and online research skills: proficiency with relational database software and online databases. Familiarity with iWave or related software a plus
- Well-organized, able to plan and manage strategically yet have sufficient focus on details to assure effective implementation and follow-through
- Excellent oral, written communication and presentation skills
- Discretion in handling sensitive information
- Ability to work independently and as a self-starter in a team-oriented environment
- Availability and willingness to occasionally work evenings and weekends at Center performances and events

## Physical Demands\*

- Frequently perform desk-based computer tasks, use telephone, and writing by hand
- Routine walking/standing
- Occasionally lift/carry objects weighing up to 10 pounds
- Ability to speak clearly with sufficient hearing to communicate effectively
- This job's specific vision abilities include close vision, distance vision, and the ability to adjust focus.

*\*Consistent with its obligations under the law, Seegerstrom 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*

## Compensation

- 403B with match after probationary period
- Core Benefits + Supplemental benefits
- Time Off (Vacation, Sick, Personal, Company Holidays, Early Release)
- Compensation Range \$26-\$28/hr.

Please apply by sending your cover letter and resume to [jobs@scfta.org](mailto:jobs@scfta.org)

*EEO-1 Statement: Seegerstrom is an equal opportunity employer to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), exercising the right to family care and medical leave related to serious health condition of employee or family member, child bonding, or military exigencies, engaging in protected activity, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race (includes hairstyle and hair texture, religious creed (includes dress and grooming practices), reproductive health decision making, sex/gender, and sexual orientation*