



**Institute of Contemporary Art Los Angeles (ICA LA)
Advancement Officer, Individual Giving**

Reports to: Director of Development

Status: Full-time / Exempt

Benefits: Healthcare (including vision and dental), vacation, sick leave, and paid holidays, following a probation period

Overview

As a key member of the fundraising team at the Institute of Contemporary Art, Los Angeles, the Advancement Officer helps to lead the design, management, and execution of the museum's annual fundraising program, with a strong focus on direct cultivation and solicitation of individual donors and members at all levels. They work closely with the Executive Director and Director of Development to set annual targets and strategic long-term priorities for the development department, in support of ICA LA's mission, vision, goals, and objectives.

The Advancement Officer for Individual Giving must have extensive knowledge of museum Development operations and systems. This position administrates the museum's two major donor groups—Curator's Council and Fieldwork Council—and is the primary liaison with the Board of Directors for all communications. This position also manages a personal portfolio of individual supporters and proactively identifies and engages new prospective donors for ICA LA. Additional duties include being a core member of the team for the planning and execution of ICA LA's fundraising events, opening celebrations, and all cultivation events.

Primary Responsibilities

INDIVIDUAL GIVING MANAGEMENT

- Identify, assess, analyze, and conceive appropriate strategies for approaching prospects including matching prospect/donor's interest with program, exhibition, and educational needs within the museum.
- Organize and conduct regular meetings of staff and board members designed to develop strategies and identify prospective donors, foundations, and corporate partners for private support.
- Create prospect pipeline for major gifts and maintain active awareness of prospect pool at various stages of identification, cultivation, and solicitation.
- Establish a broad-based constituency (local, national, and international) through membership and donor and Board groups.

- Arrange appropriate opportunities for the Executive Director, Director of Development, and other key stakeholders to meet with donors and prospective donors in forums designed to engender increased interest in, and support of, the museum.
- Conceptualize and oversee execution of special donor and prospect events, such as lunches, dinners, fundraisers, and receptions for continued awareness on the part of donors of current needs and objectives in order to encourage continued giving.
- Identify, cultivate, and solicit potential individual donors to generate annual revenue.
- Oversee annual giving gift acknowledgment processes for individuals and members to the museum, ensuring that timely and appropriate pledge agreements, reminders, and letters of thanks are sent to donors.
- In partnership with museum leadership, formulate strategy, set priorities, and implement plans to ensure that ICA LA's institutional positioning and donor experience creates meaningful pathways for involvement that are fresh, modern, and compelling.
- Develops and directs strategies driving integrated mail, on-line and telephone campaigns to acquire, upgrade, and renew annual donors and members. Maintains schedule of solicitations and cultivations, including timely delivery of strategy, creative, and data files.
- Be one of the key spokespersons for ICA LA at community and cultivation events, and conduct yourself with the highest professional standards as you demonstrate integrity and authenticity.
- Lend support to ICA LA's annual fundraisers including ticket sales, donor cultivation, ticket sales processing, as well as event production.
- Assist in the department's annual budgetary planning by providing individual contribution and expense projections, as well as work with accounting consultants to provide individual contribution related financial information for ICA LA's 990 and Audit filings.
- Execute all administrative duties related to individual contributions including invoicing, correspondence, gift processing, and acknowledgements.
- Work extensively in ICA LA's donor database Bloomerang to carry out gift processing, maintain up to date donor records, ratings, and reports. Maintain and revise constituent and transaction fields as needed, as well as website integrations, such as donation and membership forms. Be proactive about optimizing database functionality and assist with future system integrations.
- Integrate with current strategic planning process, specifically with the Development & Finance group.
- Other duties as assigned.

MEMBERSHIP AND OVERSIGHT OF COUNCILS

- Implements best strategies in stewardship, renewal, and upgrading of current members; acquiring new members and visitor conversion; increasing annual fund gifts from members. Evaluates effectiveness of current membership program services, benefits, and policies, relating to retention and acquisition of members on a regular basis. Recommends, designs, and implements changes to improve effectiveness and efficiency.
- Manage the recruiting process for Curator's Council and Fieldwork Council and membership programs, including monthly excursions and all corresponding events.
- Provides meaningful engagement with ICA LA's exhibition program for museum members by creating, directing, and sustaining benefits initiatives that drive critical revenue requisite to fulfilling the museum's mission.
- Work with leadership to determine future Membership levels and Annual Giving programs. Serves as primary representative of Membership programs at all events, including exhibition openings, museum programs, and members-only events.
- Works with Finance Manager to prepare and monitor membership revenue and expense budgets.

BOARD OF DIRECTORS COORDINATION

- Guide ongoing and effective communication with the Board of Directors and establish warm working relationship with the Board President, Executive Committee, and Committee Chairs in verbal, written, and electronic correspondence.
- Monitor Board communications calendar and coordinate with assigned staff to prepare and deliver their assignments, including engineering and execution of all meetings and events, coordinating contractors and vendors as needed.
- Create meeting(s) timeline, prepare and distribute meeting notifications, and agenda materials, managing all correspondence around meeting execution, including quarterly Board meetings, Executive Committee meetings, and Committee meetings.
- Create and maintain all official Board documentation, including but not limited to agreements, pledges, contact sheets, and board lists. In addition, update and prepare materials for onboarding binders.
- Coordinate Board fund development activities and coordinate Board member donor thank you call program and input correspondence in donor database.
- Participate in and manage administrative elements for Board recruitment efforts (research, postings, identification, outreach, meeting coordination and prep).

JOB REQUIREMENTS

- Knowledge and experience with development and fundraising in the non-profit sector, ideally specifically in museum practice.
- A successful record of demonstrable accomplishments in envisioning, implementing, and managing a bold advancement strategy within a competitive philanthropic environment.
- Demonstrated success in aligning institutional positioning and communications with ambitious fundraising goals and in meeting those goals.
- Demonstrated ability to conceptualize and implement individual cultivation and solicitation strategies.
- At least three years of management experience in an art museum, arts related organization, philanthropic organization, or institution of higher learning.
- Demonstrated skill in communicating professionally and effectively with all levels of staff to respond to needs, determine priorities, and manage expectations.
- Ability to delegate combined with willingness to work in a “hands on” manner as part of a small team.
- Excellent verbal and written communication skills; ability to write effective correspondence and funding proposals for major gifts and creative solicitation materials.
- Interpersonal skill in negotiating, exchanging ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions.
- Demonstrated skill in management and supervision of administrative personnel.
- Excellent analytical and organizational skills.
- Ability to prioritize and adjust heavy workload, manage a variety of tasks, and meet various deadlines with changing priorities, frequent interruptions, and conflicting deadlines.
- Proven fluency in budget preparation, management, reporting, and cost control.
- Background and passion for contemporary art, museums, culture, and social change.
- Bachelor’s degree in a relevant field.
- Proven skill and experience using a PC and Microsoft Office Suite to execute daily tasks, and effectively communicate with staff, including but not limited to optimizing all aspects of Microsoft Outlook and using Excel to manage, organize, analyze, and calculate financial information and numbers.

- Prior experience using and managing a donor database. Knowledge of Bloomerang CRM a plus.
- Ability and willingness to work evenings and weekends, as necessary.

EEO Statement

ICA LA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

About ICA LA

The Institute of Contemporary Art, Los Angeles (ICA LA) is an epicenter of artistic experimentation and incubator of new ideas.

Founded in 1984 as the Santa Monica Museum of Art (SMMoA) and reestablished in 2017 with a new identity and home in Downtown Los Angeles, ICA LA builds upon a distinguished history of bold curatorial vision and innovative programming to illuminate the important untold stories and emerging voices in contemporary art and culture. The museum's 12,700 square-foot renovated industrial building—designed by wHY Architecture under the leadership of Kulapat Yantrasast—features ample space for exhibitions, public programs, retail pop-ups, integrated offices, and special projects.

ICA LA's mission is to support art that sparks the pleasure of discovery and challenges the way we see and experience the world, ourselves, and each other. ICA LA is committed to upending hierarchies of race, class, gender, and culture. Through exhibitions, education programs, and community partnerships, ICA LA fosters critique of the familiar and empathy with the different. ICA LA is committed to making contemporary art relevant and accessible for all. Admission is free.

To apply

Please send a cover letter, CV, with at least two professional references, and writing samples to opportunities@theicala.org, including the name of the position in the subject line.

Please no calls or in-person unscheduled visits.