



Institute of Contemporary Art, Los Angeles (ICA LA) Manager of Development Operations & Stewardship

For immediate hire: Manager of Development Operations & Stewardship

Reports to: Director of Development

Status: Full-time / Exempt

Salary: \$60-74,000, commensurate with experience

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

Overview

Founded in 1988 as the Santa Monica Museum of Art (SMMoA) and reestablished in 2017 with a new identity and home in Downtown Los Angeles, the Institute for Contemporary Art, Los Angeles (ICA LA) is building 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 Manager of Development Operations & Stewardship (MDOS) will join ICA LA at an exciting moment of growth. Led by Good Works Executive Director Anne Ellegood and Board President Laura Donnelley, ICA LA recently completed an ambitious, multiyear strategic plan to help realize a new vision for artists, students, and all stakeholders in Downtown LA and beyond. Under the direction of the Director of Development, the MDOS will help ICA LA pursue its mission: *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's development team is anticipated to grow over the coming years, and the MDOS will play an essential role in that growth by laying the groundwork for increased annual and campaign fundraising. The primary responsibility of the MODS is to support the frontline fundraising team, who actively manage the museum's relationships with all individual, corporate, foundation, and government funders. In support of this team's knowledge and practice of fundraising, the MDOS will establish effective fundraising systems and protocols to guide all stages of donor research, identification, and stewardship. In direct partnership with the Director of Development, the MDOS will help lead recurring development meetings by sharing research, generating reports, and assigning actions. Liaising with the museum's bookkeepers, the MDOS will contribute to reports of income vs. budgeted goals and the monthly reconciliation process.



Primary Responsibilities

In particular, the Manager of Development Operations & Stewardship will:

- Establish, maintain, and routinely enhance all development systems and protocols, in a manner that ensures colleagues feel fully supported, knowledgeable, and actively use the full database system (Bloomerang) in accordance with guidelines; and that they are well supported in achieving their annual and campaign fundraising goals.
- Maintain a comprehensive awareness of—and respond accordingly to—the complete cycle of moves management activity, including key actions to advance through phases of prospect research, identification, qualification, cultivation, solicitation, stewardship, gift processing, gift acknowledgements, and contact reports.
- On a daily basis, support the development team’s knowledge, preparedness, and prioritization of prospects for fundraising by researching, drafting, and maintaining briefings and thumbnails, in advance of cultivation meetings, solicitations, special events, and other materials useful to building collective knowledge.
- In preparation for recurring team meetings, summarize income actuals vs. goals, a list of urgent/overdue actions, and coordinate a review of newly identified prospects; based on the outcome of these and all meetings, take care to assign actions, further shape portfolios, request contact reports, or provide other forms of managerial support;
- Support the Executive Director and Director of Development as they project and monitor annual and campaign fundraising goals, with an informed and intimate understanding of the actions needed to further engage ICA LA’s current and potential donor base;
- Support the Executive Assistant’s maintenance of the Executive Director’s portfolio, including Board members and those prospects jointly stewarded with Board members;
- On a routine basis, monitor and make recommendations toward enhancing all development technologies including the database and related integrations, such as payment processing, mailing-list management, and special-event tools;
- Provide support to the development team to maintain public-facing materials such as donor lists on ICA LA’s website, print, and digital collateral material, ensuring clarity and uniformity in gift recognition;
- Ensure compliance with industry-wide best practices and legal requirements.

Qualifications and Qualities

The ideal candidate for this position aspires to the following qualifications and qualities, equivalent experience, or comparable contributions to their community:

- An early-career nonprofit professional, based in or willing to relocate to Los Angeles, with roughly five years of management-level development experience in an arts, education, or related nonprofit sector;
- Enthusiastic about researching and deepening their knowledge of the Los Angeles and national philanthropic sectors, including key individual, foundation, corporate, and government funders;
- Passionate about learning and educating others in database technologies (familiarity with Bloomerang, a plus) and best practices for prospect research and stewardship;



- Keenly attentive to the development of budget goals, particularly by helping establish contributed income projections that are free from assumptions;
- As an independent worker, aims to always be decisive, responsive to deadlines, prioritize accordingly, and creatively troubleshoot on the fly;
- As a manager, maintains excellent communication, on- and offline, with a results-oriented yet highly empathetic approach to the often-evolving needs of a new and growing staff, Board of Directors, and base of donors;
- As an individual, cares about the arts and would be enthusiastic about joining a team that works closely with artists and the surrounding community in Downtown LA;
- Enthusiastic about ICA LA's commitment to diversity, equity, and inclusion;
- Holds a bachelor's degree in a related field, equivalent experience, or contributions;
- Any level of proficiency in language(s) other than English, notably Spanish and Asia/Pacific Island languages, is a plus.

Accessibility

- The MDOS's role is a full-time in-person role. ICA LA's offices are located at 1717 East 7th Street, Los Angeles.
- The MDOS role involves remaining in a stationary position most of the time in front of a computer, using a keyboard, mouse, phone, and other office equipment; and moving about the work site to attend meetings and events, and access storage and other facilities.
- All public spaces at ICA LA are wheelchair accessible, including bathrooms. ICA LA's offices are lofted and currently accessible by stairs only. However, the museum is committed to providing the same access, benefits, and privileges to workers with disabilities that are available to similarly situated employees without disabilities.

Terms of the Position

The Manager of Development Operations & Stewardship position is a full-time exempt role, with occasional evening commitments. Compensation includes salary in the range of \$60-75,000, commensurate with experience, plus a benefits package that, following a trial period, includes healthcare (including vision and dental), vacation, sick leave, and paid holidays.

Application Process

Interested candidates should submit a resume and cover letter to opportunities@theicala.org. For candidates who advance, work samples and references will be requested. To learn more about ICA LA, please visit www.theicala.org. No calls or in-person unscheduled visits, please.

Equal Opportunity Employer

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.