



Title: Assistant Development Officer, Annenberg Center Date Printed: 02/23/2018

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Work Location: Philadelphia, PA,

Description

The University of Pennsylvania, the largest private employer in Philadelphia, is a world-renowned leader in education, research, and innovation. This historic, Ivy League school consistently ranks among the top 10 universities in the annual *U. S. News & World Report* survey. Penn has 12 highly-regarded schools that provide opportunities for undergraduate, graduate and continuing education, all influenced by Penn's distinctive interdisciplinary approach to scholarship and learning.

Penn offers a unique working environment within the city of Philadelphia. The University is situated on a beautiful urban campus, with easy access to a range of educational, cultural, and recreational activities. With its historical significance and landmarks, lively cultural offerings, and wide variety of atmospheres, Philadelphia is the perfect place to call home for work and play.

The University offers a competitive benefits package that includes excellent healthcare and tuition benefits for employees and their families, generous retirement benefits, a wide variety of professional development opportunities, supportive work and family benefits, a wealth of health and wellness programs and resources, and much more.

School/Center Overview:

The Development and Alumni Relations organization at the University of Pennsylvania is one of the premier development organizations in the world.

Penn's Development and Alumni Relations (DAR) team members benefit from an exceptional work environment where professional excellence and individual pride in achievement are grounded in a strong institutional commitment to integrity and collegiality as we strive for collective success. For talented and innovative individuals, a career at the University of Pennsylvania offers the chance to be part of an exceptionally exciting environment at the nation's first university.

We seek talented individuals who will constitute a community that draws on the strength that comes with a substantive institutional commitment to diversity. Diversity is prized at Penn as a central component of our mission and helps create an educational and working environment that best supports the University's commitment to excellence in teaching, research, and scholarship.

Penn's commitment to achieving eminence through diversity is ultimately a commitment to creating a more vibrant university so that our employees will be both stimulated and empowered to shape a better world. <http://darrecruiting.upenn.edu/why-choose-penn/about-dar>

Duties:

Founded in 1971, the Annenberg Center for the Performing Arts is one of the nation's foremost urban performing arts centers on a major university campus. As Penn's Center for the Performing Arts, the Annenberg Center seeks to connect diverse audiences with visionary artists and innovative ideas, engaging both Penn and the greater Philadelphia community in transformative artistic experiences. The Annenberg Center presents a wide range of music, dance, theatre and film in its multi-venue complex, and has a long tradition of presenting and producing regional and world premieres of new work by leading contemporary artists. The Annenberg Center also serves thousands of children and families in the Philadelphia region through a variety of youth education programs.

Under the leadership of new Executive & Artistic Director, Christopher Gruits, the Center has completed a vigorous strategic planning process, and will be launching an ambitious campaign in concert with the University in 2018. The Center is building its Development Department to further engagement and philanthropic support in pursuit of innovative strategic goals. It is an exciting period of new vision and growth at the Annenberg Center, and a terrific opportunity for a development professional who is an energetic team player eager to have an impact on the future of performing arts at Penn and in the greater Philadelphia region.

Reporting to the Director of Development, the Assistant Development Officer is responsible for providing internal and external support for the Annenberg Center for the Performing Arts' fundraising programs and its Board and volunteer-related efforts, including: the department's annual campaigns; its cultivation and solicitation activities; administrative support for Board of Overseers activities and regional volunteer activities; and data analysis as it relates to departmental priorities. The Assistant Development Officer will provide strong support of the department's major gifts work, have direct responsibility for executing the Center's annual fundraising campaigns, assist in managing the Center's Board of Overseers and its subcommittees as well as regional volunteer groups including planning and implementation of special events and related social media, and provide analysis of annual and long term giving data to identify trends, challenges and strategic opportunities.

Responsibilities:

- Engage in strategic planning with the Director of Development to plan and implement an innovative and systematized annual giving program for the Center's various annual campaigns

(Annual Giving, Children's Programming, Penn Performing Arts Initiative, Penn Theatre Initiative, among others).

- Assist in identifying, cultivating and soliciting annual campaign donors, by means of mailings, social media platforms, phone calls and meetings as appropriate.
- Serve as a liaison with the Marketing and Communications Department to ensure communication with donors and patrons is complimentary with marketing efforts.
- Prepare data, draft letters, and coordinate technical aspects of the Annual Giving plan, including facilitating the timeline, interacting with the printer, mail house, other vendors and campus partners to ensure an efficient annual giving operation.
- Serve as a liaison with colleagues in the School and Center Annual Fund program.
- Work with the Director of Development and University partners to manage the Penn Performing Arts Regional Councils and other volunteer leadership groups, helping to plan and activate meeting agendas, coordinating logistics around stewardship and outreach events and facilitating related social media, identifying and cultivating potential volunteers, and strategically working to build the donor pipeline for major gifts.
- Become well versed in Atlas, the Development and Alumni Relations database and the development functions of Tessitura, the consortium owned performing arts database.
- Act as principal liaison with DAR's Information Services team regarding retrieval of data and production of reports.
- Report regularly on all fundraising activity through active implementation of the major gifts tracking/reporting/moves management system.
- Develop reports and analyze relevant data (giving, participation, etc.) to respond to University reporting needs as well as School and Center based efforts to identify trends in giving, acquisition and retention of donors, potential additions to our prospect pipeline, etc.
- Become well versed in Center and University priorities and work collaboratively with the Director of Development to provide support in the identification, cultivation and solicitation of new prospective donors.
- Help plan, staff and coordinate meetings and special events, in conjunction with development team, related to prospect/donor activity.
- Serve as administrative coordinator in helping to manage Board of Overseers.
- Work with the Director of Development to plan and activate agendas for bi-annual Board meetings and committee meetings including coordinating meeting logistics and other associated events.
- Other duties as assigned by the Director of Development.

Required Skills

Qualifications:

- A Bachelor's degree and 1-3 years relevant experience required, or a combination of education and experience including but not limited to donor relations, fund-raising and special events.

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- Must be professional and have the ability to work with high-level volunteers, donors, faculty and vendors, and participate in staffing events as needed. Must be detail oriented and have strong organizational, analytical and communication skills.
 - Must have the ability to effectively prioritize and triage in managing multiple priorities.
 - Able to work independently, but collaboratively as part of a goal-oriented team.
 - Computer proficiency, including PowerPoint, Excel and Word, Atlas and Tessitura a plus.
 - Ability to work evenings and weekends as needed.
 - Ability to lift up to 25 pounds.
 - Valid driver's license required.

Special Requirements:

- Background check required after a conditional job offer is made.
- Consideration of the background check will be tailored to the requirements of the job.

Quick Links: <https://jobs.hr.upenn.edu/postings/34298>

Affirmative Action Statement:

Penn adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.

Kind: Full Time

Level: Professional

Apply

Please apply online.

[Go to Diversity.com](https://jobs.hr.upenn.edu/postings/34298)

Diversity.com is the most trusted and affordable resource for any organization in search of diverse professionals, managers and executives. Founded in September 2000, Diversity.com is a privately held, 100% African American family owned small business with headquarters in Atlanta, GA. We market our recruitment services nationwide to all types of industries, organizations and communities with particular emphasis on attracting talented science, technology, education and medical savvy men and women.