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| POSITION TITLE: | Corporate Relations Officer |
| REPORTS TO: | Director of Institutional Advancement |
| WORK SCHEDULE: | Full time/40 hours a week – Monday to Friday; some evenings and weekends required |
| WORK LOCATION: | Los Angeles/Hybrid; 3 days required on-site each week |
| STATUS (Exempt/Non-Exempt): | Exempt |
| COMPENSATION: | \$1,634.62-\$1,826.93/week, equivalent to \$85,000.24-\$95,000.36 annualized |
| BENEFIT STATUS: | Eligible |
| DEPARTMENT: | Institutional Advancement |

ABOUT THE COMPANY

Center Theatre Group is one of the largest, most influential theatre companies in the country by virtually every measure. Over the past 50 years, it has entertained millions of audience members and produced some of the most important shows of our time, many of which have been World premieres and have gone on to award-winning Broadway runs and beyond. As Center Theatre Group enters its next 50 years, it is uniquely positioned to expand the impact of its work with audiences, community, and artists—while making Los Angeles a global destination for theatre lovers and creators alike.

Center Theatre Group commits to creating a safe space where the values of diversity, equity, access and inclusion permeate all aspects of our work. We aim to attract, nurture and retain staff in a supportive home where we can be our best selves. We celebrate our commonalities and embrace our differences in order to ensure that everyone has access to our work onstage, behind the scenes and in the community.

POSITION SUMMARY

Center Theatre Group seeks a Corporate Relations Officer to join the company's Institutional Advancement team, reporting to the Director of Institutional Advancement. This position will focus on fundraising from the corporate sector, with responsibility for corporate sponsorships and corporate memberships (renewals and acquisition), including managing the administration of all corporate giving partnerships. As one of the major arts organizations in DTLA, CTG is looking for an entrepreneurial leader who is excited to grow and deepen connections with companies based in DTLA as well as the entertainment industry.

PRIMARY RESPONSIBILITIES

1. Identify, cultivate, and solicit Corporate Circle members and Corporate Sponsors to raise robust contributed support from the corporate sector annually.
2. Manage dynamic relationships within a portfolio of 50+ corporate sponsors, donors and prospects.
3. Assist in managing and coordinating Center Theatre Group's relationships with the entertainment industry.
4. Facilitate and serve as Center Theatre Group host for hospitality, networking, and prospecting events with corporate partners throughout the season, in conjunction with the events team.
5. Work with Center Theatre Group Board of Directors to identify corporate connections and activate networks.
6. Collaborate with marketing, communications, and other Center Theatre Group departments to ensure high-level and creative corporate engagement.
7. Work with the Graphics team to prepare corporate sponsorship decks as needed.
8. Secure innovative and strategic in-kind support that is budget-relieving for Center Theatre Group institutional priorities.
9. Collaborate with Foundation and Government Relations team to create assets and events for institutional funders.
10. Work with Advancement Operations team to execute and ensure timely and strategic corporate renewal process; ensure database integrity; accurate and timely reporting; and create personalized stewardship and recognition plans for all corporate donors.
11. Collaborate with other departments to gather and synthesize data to communicate program impact with corporate donors in proposals and reports.
12. Oversee and co-manage Development Associate with tasks such as ticket requests for all corporate donors through the VIP Ticket Desk and Audience Services team.
13. Demonstrates an ongoing commitment to our equity, diversity, inclusion and access initiatives and an ongoing commitment to an anti-racist culture at Center Theatre Group.
14. Other duties as assigned.

Center Theatre Group provides a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties.

QUALIFICATIONS

- Five years or more of successful corporate fundraising or nonprofit administrative experience required.
- Experience in the performing arts and/or entertainment industry and interest in theatre a plus.
- Must be proficient in Microsoft Office applications and database systems such as Tessitura.
- Strong writing skills, a keen attention to detail, and the ability to negotiate strategic partnerships are all essential.
- Willingness to work overtime, evenings and weekends as needed.
- The ideal candidate will be energetic and focused in their approach to fundraising, as well as an excellent communicator, personable, and have a great sense of humor. They will also need to

be adaptable, flexible, and collaborative with the ability to forge strong relationships with colleagues and corporate funders.

All employees are required to pass a background check.

CTG is committed to ensuring a safe and healthy workplace and strongly encourages all employees to remain current with COVID-19 vaccinations and boosters.

COMPENSATION

CTG offers a comprehensive benefits package including retirement plan options; escalating paid vacation, paid sick, personal days and holidays. Full-time employees receive full health benefits including medical, dental, vision, flex spending accounts, employee assistance program, life, AD&D, and long-term disability insurance.

TO APPLY

Sell yourself by writing a cover letter that describes why you're the best person for this job. Send resume and cover letter to: ADVANCEMENTJOBS@CTGLA.org

No phone calls please. Only qualified candidates will be contacted.

Center Theatre Group is an equal opportunity employer and does not discriminate against any applicant on the basis of race, religion, sex, sexual orientation, gender identity, marital status, color, ancestry, disability, age, national origin, pregnancy, veteran/military status, genetic information or any other basis prohibited by law. Center Theatre Group will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance. We support, promote and embrace a diverse workforce.