



Position open until filled. (New applications only.)

**Job Description:**

**Program/Department:** Administration  
**Direct Report:** Producing Artistic Director  
**Position:** **Development Manager**  
**Classification:** Full-Time/Salaried/Exempt/Benefits Eligible

**EAST WEST PLAYERS**

As the nation's premier Asian American theatre organization, East West Players produces artistic works and educational programs that foster dialogue exploring Asian Pacific experiences.

**POSITION SUMMARY**

The primary responsibility of the Development Manager is to oversee all fundraising activities for the organization and to meet annually budgeted financial goals; in addition, to coordinate and implement activities including (but not limited to) activities to meet organizational strategic action goals and objectives.

**TRAITS AND CHARACTERISTICS**

East West Players seeks a committed, proactive, and personable individual who shares in East West Players' aesthetic, which is enlightening, educational, innovative, and community-specific. Interpersonal skills must be exceptional. He/She must independently initiate and pursue objectives in an organized and efficient manner, prioritize activities, maintain level of activity without direct supervision and maximize team interaction to complete high quality work on time.

**EXPERIENCE AND QUALIFICATIONS**

A degree in arts administration is helpful. At least 5-years experience working in arts administration with an emphasis on fundraising development. Excellent written and oral communication skills are required. Knowledge of the Asian American community is strongly encouraged. Must be capable of working in a collaborative team environment and able to work well independently. Ability to work under pressure and meet deadlines. Must be excellent in grant writing, managing annual campaign, special event fundraisers and donor cultivation. Knowledge of Microsoft Suite programs and other appropriate donor software (Patron Manager) is a must.

**COMPENSATION AND BENEFITS**

Competitive based on experience, plus a comprehensive benefits plan including medical, dental, vision and life insurance, 403B with employer match, vacation, sick leave, personal days and holidays.

**SUBMIT COVER LETTER and RESUME** as soon as possible, but no later than February 15, 2014.

By Postal Mail

Development Manager Search

Tim Dang, Producing Artistic Director

East West Players

120 Judge John Aiso Street

Los Angeles, CA 90012

By Email: [tdang@eastwestplayers.org](mailto:tdang@eastwestplayers.org)