



Development/Special Projects Manager (Management Analyst)

\$5,617 - \$6,827 monthly

Internal Recruitment

The Opportunity & Ideal Candidate:

Welcome to A World of Arts and Culture! The San Gabriel Mission Playhouse promotes the development of an artistic program that celebrates the vibrancy of our diverse community by encouraging access to artists, producers and audiences. Located in the heart of a historic neighborhood, we embrace our role as a focal point for the arts, for the people of the City of San Gabriel and far beyond. We are proud to host a remarkable and eclectic array of productions and events ranging from Western Symphonies to Chinese Opera, from Classical Ballet to Ballet Folkloric, from Jazz to Hip-hop, from some of the best Mariachi bands to colorful Broadway shows.

The Development/Special Projects position encompasses a full range of development activities and special projects including grant writing, individual and corporate fundraising, donor stewardship and cultivation, historic preservation. In addition, this position is charged with coordinating and supervising both the volunteer and intern programs. The San Gabriel Mission Playhouse can be a fast-paced and demanding place to work, so the ideal candidate will be able to multi-task and thrive under pressure. Candidates must be capable of effectively balancing all aspects of the position, serving the needs of City staff and Playhouse staff, while taking into consideration the strategic goals of the Playhouse.

Position Summary:

Under supervision of the Playhouse Director, the Development/Special Projects Manager is responsible for creating and implementing a robust development program and managing all aspects of ongoing and new special projects. Work schedule may require some evenings and weekends.

Minimum Qualifications:

Any combinations may be considered, a typical way to obtain the knowledge, skills, and abilities would be a bachelor’s degree in public administration, business administration, or a closely related field and at least three years of experience in development, preferably in an arts setting. Knowledge of the organization and best practices within the industry is desired. Excellent writing and communication skills are required. Possession of a valid Class C California Driver’s License and ability to maintain a satisfactory driving record are also required.

Benefits:

The City of San Gabriel offers a generous benefits package, which includes:

- Participation in the CalPERS Retirement System: 2% @ 60 for “classic” CalPERS members (which goes up to a maximum of 2.418% @ 63) and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.

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- Cafeteria plan which includes a choice of multiple PPO and HMO medical plans (the City contracts with CalPERS for health insurance), two dental plans, and vision plan.
- **Other Benefits:**
 - \$100 per month for Bilingual Pay for second language proficiency in Cantonese, Mandarin, Vietnamese, or Spanish.
 - Choice of enrollment in multiple Deferred Compensation (457) Programs
 - Optional enrollment in Supplemental Insurance Programs
 - City-paid long term disability and life insurance (1x annual salary)
 - City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members
 - Payment of retiree (and family) health insurance per established vesting schedule
- **Leaves:**
 - 32 hours of administrative leave per year
 - 12 days of sick leave per calendar year
 - 10 days of vacation per year
 - 11 holidays per year, plus 1 floating holiday
- **Cash Outs:**
 - Sick Leave Buy Back Program allows cash out of 50% of unused sick leave accrued in the 12-month period between November and October.
 - Holiday Buy Back Program allows a maximum of 8 hours of unused holiday to be paid back to the employee during the second pay period of the calendar year.

Application Procedure:

To apply, please visit jobs.sangabrielcity.com. All application materials must be submitted online under the title, "Mission Playhouse Development/Special Projects Manager," by **5:00 p.m. on Friday, August 18, 2017**. *Faxed or emailed applications and/or résumés are not accepted.*

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

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