

Theatre Under The Stars Inc

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The Chief Philanthropy Officer (CPO) is a critical leadership position within Theatre Under the Stars, Houston's home for musical theater. Reporting directly to the Executive Director Hillary Hart, the CPO leads a department of 8 philanthropy professionals. The CPO is responsible for leading their team in securing \$5 million in annual contributions including financial support for three major events, as well as legacy gifts to support the activities of Theatre Under the Stars.

Working closely with a dedicated Board of Directors comprised of prominent community leaders in business and philanthropy, the CPO will have the opportunity to build the fundraising capacity of Theatre Under the Stars to achieve its strategic goals and to secure transformative gifts that will enable TUTS to achieve its potential.

DUTIES AND RESPONSIBILITIES

- Oversee all aspects of philanthropy programs resulting in contributed revenue of approximately \$5 million each year;
- Lead a development staff of approximately 8 philanthropy professionals;
- Manage, mentor, evaluate and hire skilled and experienced staff;
- Develop and lead the successful implementation of cost-effective fundraising programs that identify, cultivate, solicit, and steward individuals, corporations, foundations, and government agencies;
- Maintain a portfolio of significant individual donors and prospects to secure major gifts;
- Develop and implement a legacy giving program;
- Oversee the successful implementation of high-profile, revenue-generating special events, including the annual Gala, Leading Ladies Luncheon, and Maj for Musicals.
- Ensure that grant applications and required reports are fulfilled on a timely basis;
- Create and track Department budgets including all fundraising expenses and revenues;
- Contribute to the company's annual and multi-year budgeting process; track, monitor and report upon progress;

- Serve as a member of the company's Senior Management Team, and primary liaison to the Philanthropy Committee;
- Cultivate a dynamic relationship with the Board and all relevant committees and maintain an active presence including delivery of presentations;
- Be an advocate for TUTS in the Houston community building relationships and partnerships that support the mission, vision, and philanthropy goals.

CANDIDATE QUALIFICATIONS AND QUALITIES

The successful candidate for the position of Chief Philanthropy Officer should have:

- A bachelor's degree is required for this position with at least ten years of experience in a progressively responsible fundraising role;
- Proven experience in leading an effective multi-million-dollar philanthropy program;
- Direct experience in personally soliciting six-figure gifts;
- High energy and a strong work ethic with the ability to work in a fast-paced environment;
- Passion for the performing arts, and knowledge of and appreciation for musical theater (preferred) or strong willingness to learn;
- The ability to be an effective and articulate spokesperson of TUTS in a wide variety of settings;
- Exceptional oral and written communication skills;
- Focused with highly refined strategic thinking abilities;
- Strong leadership and team management skills;
- Ability to listen effectively to lead colleagues and volunteers in identifying and resolving challenges with creativity and efficiency.

Salary Description: \$175,000-\$200,000

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