

## Job Description

### **Development Coordinator**

*Full-Time/Exempt*



Supporting Kinder High School  
for the Performing and Visual Arts

#### **About HSPVA Friends**

HSPVA Friends is the 501(c)(3) non-profit organization that supports HISD's Kinder High School for the Performing and Visual Arts in order to enhance opportunities for current and future students. Founded in 1979, HSPVA Friends bridges the gap between public funding and the needs of a quality arts education. As a result, Kinder HSPVA remains the national leader in public arts education.

#### **Job Summary**

This entry-level position is designed for a candidate interested in learning and taking part in every aspect of running a non-profit organization, particularly donor and patron engagement. Reporting to the Executive Director, the Development Coordinator will help HSPVA Friends build dependable funding streams and provide vital program services for Kinder HSPVA.

#### **Responsibilities**

- Writing & Communications
  - Build a positive relationship with the Kinder HSPVA faculty and staff, donors, volunteers, and the HSPVA Friends Board of Directors to act as an effective liaison between all constituents.
  - Develop and implement a donor stewardship communications plan.
  - Proactively manage and generate content for HSPVA Friends' website and social media.
  - Create HSPVA Friends e-newsletters for current parents and external constituents.
- Event Management
  - Assist with the execution of major annual fundraising events, such as the Encore Event, MusicFest, and The PVA Show.
  - Facilitate volunteer meetings and volunteer-led programs, such as Middle School Workshops.
- Patron Services
  - Manage all aspects of the Kinder HSPVA Box Office ticketing platform.
  - Assist the Director of Strategic Engagement with sponsorships and performance requests.
- General Administrative Support
  - Support the staff in daily operations of donor-related data entry, acknowledgements, records, and reporting.
  - Perform other reasonable duties and periodic errands as assigned.

## **Skills and Characteristics**

- This is a role of influence and leadership. Strong interpersonal skills are key! The Development Coordinator must embody optimism and enthusiasm.
- Ability to express complex information clearly in verbal and written communications.
- Superior attention to detail, design, spelling, punctuation, grammar, and etiquette.
- Superior organizational skills and the ability to work independently, creatively, and efficiently.
- Must demonstrate punctuality, reliability, and dependable attendance.
- Solution-oriented, with the ability to anticipate challenges and pivot quickly.
- Curiosity about Kinder HSPVA and the arts, plus the excitement to learn new content and skills.

## **Qualifications**

- Bachelor's degree.
- Proficiency in MS Office (Excel, Word, PPT).
- Experience with strategic social media and simple graphic design.
- Experience with WordPress and CRMs strongly preferred.
- Experience managing successful events, from conception to execution.
- Valid driver's license and reliable transportation, with the ability to use your personal vehicle to transport event supplies occasionally, as needed.
- Must often lift and move up to 25 pounds and infrequently up to 50 pounds.
- Flexibility to work evenings and weekends, as needed for special events and scheduled programs.

**Location:** The HSPVA Friends office is located in downtown Houston, across the street from the Kinder HSPVA campus.

**Hours:** This position averages 40 hours/week, Monday-Friday, with flexible hours that vary slightly depending on the season. As is typical in both education and arts organizations, meetings and activities led by the Development Coordinator are often held in the evenings and on weekends to meet supporters when they are most available.

**Compensation:** \$50,000 - \$55,000 annually

**Background Check:** All HSPVA Friends staff members must register as an HISD volunteer, which requires an annual background check administered through the VIPS (Volunteers in Public Schools) program.

**To apply, please submit your resume and cover letter to Patrice Wooten Hightower, Operations Manager, at [phightower@hspvafriends.org](mailto:phightower@hspvafriends.org).**

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*