

HOUSTON SYMPHONY

Job Title: Development Associate, Annual Giving & Membership
Department: Development
Reports to: Director, Annual Giving & Membership
Status: Full-time, Exempt
Salary Range: \$45,000-\$55,000 annually

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Summary: Reporting to the Director of Annual Giving & Membership, the Development Associate, Annual Giving provides essential administrative and operational support to the Annual Giving team, helping to advance the Houston Symphony's contributed revenue goals across its Membership, Young Associates Council, and Circles programs. This role is critical to the smooth functioning of the team and plays a key role in reporting, mass communications, donor data integrity, cross-departmental coordination, and day-to-day team operations.

Essential Job Functions:

- Support a team of four who solicit and steward donors across the Membership, Young Associates Council, and Circles programs, providing administrative/logistical assistance to advance team goals.
- Support Director, Annual Giving & Membership in the management of the Young Associates Council young professionals program, including calendaring, coordinating events logistics, communicating with new members, prospect research and outreach to prospective members, and as a general point person to answer questions from the program's membership of 75+ households.
- Create comprehensive and cohesive reporting across all annual giving programs, including dynamic dashboards to track daily revenue against previous fiscal years and variable daily goals.
- Utilize research tools to identify prospects for increased mid-level giving.
- Support the creation and execution of key mass communications and appeals, including end-of-calendar-year and end-of-fiscal-year solicitations, ensuring timely and accurate outreach to all donor segments.
- Liaise with colleagues across the institution to integrate philanthropic messaging into wider organizational appeals and communications, maintaining a consistent voice for all Membership- and Circles-level donors.
- Track budget actuals and process invoices for the Annual Giving team, ensuring accurate coding and timely submission in coordination with the Finance department.
- Maintain accurate donor records and contact data in the CRM, ensuring data integrity across all giving programs.
- Support team's moves management process, with a focus on cultivation and stewardship activities.
- Develop and maintain a thorough understanding of the Houston Symphony's history, mission and vision, fundraising goals, strategic priorities, and programs in order to effectively represent the organization to donors and colleagues.
- Attend concerts and donor events on evenings and weekends as needed to support the team's stewardship and cultivation activities.
- Perform additional duties as required by the Houston Symphony Society.

Qualifications:

- Bachelor's degree required.
- Experience in an arts organization preferred.
- An interest in fundraising and philanthropy, with a desire to grow within a development team environment.
- Strong computer literacy including word processing, spreadsheet proficiency, and comfort with data analysis and reporting tools.

- Proficiency working with a CRM or other database.
- Professional demeanor, detail oriented, excellent verbal and written communication skills.
- Ability to work successfully in a busy environment while managing multiple tasks and deadlines.
- Ability to work flexible hours, including evenings, weekends, and some holidays to attend donor events, meetings, and performances as needed.