

HOUSTON SYMPHONY

Job Title:	Development Officer
Department:	Development
Reports to:	Director, Annual Giving & Membership
Status:	Full-time, Exempt
Salary Range:	\$60,000-\$65,000 annually

To Apply, Click:

<https://www.paycomonline.net/v4/ats/web.php/portal/5DF197CB483F38559B6F80A2C5C8B953/jobs/401335>

Summary: The Development Officer serves as a key fundraiser on the Development team, working to identify individuals with the potential to make meaningful gifts to the Houston Symphony and demonstrating donor-centric moves management through the fundraising cycle including identification, qualification, cultivation, effective solicitation, and personalized stewardship of current and prospective donors. In collaboration with the Donor Events Manager, the Development Officer will also plan and execute events to cultivate and steward these giving groups with the aim of identifying and soliciting households who are ready to deepen their involvement with the Houston Symphony.

Essential Job Functions:

- Manage a portfolio of donor households contributing between \$1,500-9,999 with a focus on households with the potential to increase their giving.
- Create and implement new educational, surprise-and-delight, and high-touch engagement opportunities for segmented constituencies within the Circles donor levels.
- Plan and implement a calendar of dynamic and engaging events encouraging mid-level donors to elevate their membership to the Conductor's Circle and above.
- Curate meaningful cultivation, solicitation, and stewardship of individual donor households including in-person visits, as well as email, phone, and mail communications.
- Maintain steps and plans in Tessitura daily.
- Participate in screening and identifying potential donors.
- Collaborate with Artistic, Marketing, and Education departments to secure necessary involvement with board members, executive leadership, leadership volunteers, and musicians, as appropriate.
- Attend concerts and private donor events on evenings and weekends with the goal of building relationships with donors and prospects.
- Perform additional duties as required by the Houston Symphony Society.

Qualifications:

- Bachelor's degree plus a minimum of two years of experience working on a Development team required, ideally in individual giving
- Direct fundraising experience preferred.
- Experience in an arts organization preferred.
- An interest in fundraising and philanthropy, with a desire to continue professional growth 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, Tessitura experience preferred.
- Great attention to detail and ability to handle multiple projects while maintaining an outstanding standard of quality and accuracy in completion of job functions.
- Strong interpersonal skills, diplomacy, and tact in interacting with a diverse group of individuals.
- Professional demeanor, detail oriented, excellent verbal and written communication skills.
- Ability to work successfully in a fast-paced environment while managing multiple tasks.
- Ability to work flexible hours, including evenings, weekends, and some holidays to attend donor events, meetings, and performances as needed.