



Development Manager

The Organization

Mercury Chamber Orchestra is a dynamic, Houston-based chamber orchestra known for historically informed performances, innovative programming, and deep community engagement. Currently celebrating its 25th season, Mercury has achieved phenomenal growth over the last decade, presenting over 30 performances and reaching more than 30,000 audience members annually through distinctive concert series, community events, school outreach, and concert streaming. Under the artistic leadership of Antoine Plante, Mercury serves the community by celebrating the power of music—Baroque and beyond—by teaching, sharing and performing with passion, intimacy and excellence. Mercury has an annual operating budget of \$2.2 million.

The Opportunity

The Development Manager is an essential member of Mercury's development team, responsible for driving annual fund performance, managing a personal portfolio of donors at the entry and mid-levels, and providing hands-on support across all fundraising activity. Reporting to the Development Director, this role owns the day-to-day execution that keeps Mercury's donor pipeline healthy and growing. The Development Manager plays a central role in Gala logistics and is a key operational partner to the Development Director across individual giving, institutional support, and donor stewardship.

What You'll Own

Annual Fund Program

- Manage and grow Mercury's annual fund with a primary focus on donors giving up to \$2,500 in partnership with the Development Director.
- Own a personal portfolio of entry and mid-level donors and prospects, with responsibility for cultivation, solicitation, and stewardship.
- Execute direct mail, email, and digital annual fund appeals in coordination with the marketing team.
- Track donor activity and moves management in Spektrix, maintaining clean and current records across the portfolio.
- Identify lapsed donors and execute re-engagement strategies to recover and grow the base.
- Monitor annual fund performance against goals and provide regular progress reports to the Development Director.

Gala Logistics and Support

- Serve as the primary logistics coordinator for Mercury's annual Gala, working closely with the Development Director, other team members, and event vendors.
- Manage event logistics including venue coordination, catering, rentals, run-of-show planning, and day-of execution, and post-event evaluation.
- Coordinate invitation production and distribution, RSVP tracking, and seating in partnership with the marketing team.
- Support sponsorship fulfillment and ensure Gala donors and sponsors receive appropriate recognition.
- Manage event volunteer coordination including recruitment, training, and on-site supervision.
- Collaborate with the Audience Experience Manager on silent auction logistics and ensure seamless integration with overall event operations

Donor Stewardship and Engagement

- Process gifts, generate acknowledgments, and reconcile development records with Finance Manager in a timely manner.
- Draft acknowledgment letters, handwritten notes, and other donor communications that reflect Mercury's voice and values.
- Coordinate donor recognition across concert programs, the website, and other materials.
- Manage fulfillment of donor benefits and ensure timely, accurate delivery at all giving levels.
- Support the Development Director in preparing materials for major donor meetings and solicitations.
- Assist with donor cultivation events and ensure strong follow-up after each touchpoint.
- Support Board engagement in fundraising by preparing materials, tracking Board giving, and coordinating follow-up.
- Assist with campaign planning and execution, including Mercury's Beyond 25 Campaign and future growth initiatives.

What We Are Looking For

- At least 3 years of experience in nonprofit fundraising or development.
- Demonstrated experience in annual fund management, donor communications, and moves management.
- Strong writing skills with the ability to craft compelling donor correspondence and fundraising copy.
- Proficiency with CRM or fundraising databases. Spektrix experience is a plus.
- Highly organized with strong attention to detail and the ability to manage multiple priorities simultaneously.
- A collaborative, proactive working style with a genuine commitment to the mission.
- Experience supporting events or galas in a fundraising context.
- Experience in a performing arts organization or similar nonprofit environment preferred.
- Genuine curiosity and interest in classical music and the performing arts.

What Success Looks Like in the First 12 Months

- The annual fund is performing at or above goal, with donor retention up and the under-\$2,500 pipeline growing.
- Gala logistics are well-managed, donor stewardship is strong, and the event executes seamlessly.
- Development records in Spektrix are accurate, current, and consistently maintained.
- The Development Manager is a trusted and reliable partner to the Development Director, executing with discipline and initiative across all fundraising activity.
- Donors at every level feel seen, appreciated, and connected to Mercury's mission.

What We Offer

- Salary: \$45,000-\$55,000, commensurate with experience.
- Employer-paid health insurance and life insurance.
- Generous personal time off.
- 401(k) retirement plan.
- Flexible schedule with some evening and weekend events.
- Modern office environment in River Oaks.
- Concert tickets for friends and family.

To Apply:

Submit a cover letter outlining interest and experience along with a resume to jobs@mercuryhouston.org. Include "Development Manager" on the subject line.

Mercury Chamber Orchestra is committed to fostering an inclusive workplace and welcomes candidates from all backgrounds and experiences. Mercury is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other status protected by applicable law.