



Position: **Development Associate**
Status: Non-exempt, full-time position
Reports to: Director of Development
To Apply: Submit resume and email identifying interest to:
employment@performingartshouston.org
Salary Range: \$38,000-\$40,000 annually
Posted: April 24, 2025

Performing Arts Houston is an equal opportunity employer – we value diversity. All are encouraged to apply. Strong candidates will work in alignment with Performing Arts Houston's [Mission and Values](#)

Position Summary:

The **Development Associate** plays an essential role in the success of Performing Arts Houston, helping to increase the impact of the organization through contributed revenue. This position provides administrative support to the growing Development Department, with a focus on department operations, database work, and event support, and will work collaboratively under the direction of the Director of Development to support Performing Arts Houston's growing programmatic and philanthropic goals.

Specific Responsibilities:

Operations (40%):

- Provides general operational support for the department, including maintaining the department calendar, updating fundraising-related web content, executing department and organizational mailings (e.g., Annual Report, holiday cards, annual Board forms and status reports, etc.), acknowledgement distribution, third party auction donation solicitation processing, maintaining material supplies, etc.
- Processes and inputs department expenses (e.g., invoices, credit card reconciliation documents, etc.) for Director approval and budget tracking.

Database Reporting and Record Maintenance (30%)

- Meticulously maintains donor records in Spektrix, Performing Arts Houston's CRM, ensuring precise data through careful review.
- Generates recurring and ad hoc lists and reports to support fundraising efforts.
- Serves as the primary point of contact for donor record updates, entering and organizing meeting notes for the Development team.

Performances and Special Events (30%):

- Attends donor events including pre-performance receptions (Green Rooms), cast parties, backstage tours, corporate receptions, open rehearsals, and meet-and-greets.
- Collaborates with and assists Development Manager with related logistics and planning for the above events, including creating and distributing invitations, vendor coordination and reminders, updating internal itineraries, invoice payment, and tracking and inputting RSVP's into Spektrix.
- Provides on-site support at performances, including banner and signage setup, valet support, and donor reception support; provides corporate reception support as assigned.
- Attends and provides logistical support for the annual Kaleidoscope Ball, including auction item tracking, event software maintenance and item input, as well as attendance and RSVPs; attends planning meetings as needed.
- Attends and supports meetings of the Board of Directors and various sub-committees as needed.

Other duties as assigned.

Skills/Qualifications:

- This is an entry-level position; a bachelor's degree with some non-profit experience is preferred, or equivalent combination of relevant training and experience.
- Exceptional attention to detail and strong written communication skills required.
- Positive, cooperative work ethic and strong interpersonal communication skills required.
- Proficiency with Microsoft Office suite required; CRM database experience a plus.
- Experience with Adobe Creative Suite (specifically InDesign, Acrobat, and Photoshop) a plus.
- Flexibility to work nights and weekends.

Key Relationships: Director of Development; Development Manager; Development Coordinator; Board Liaison and Executive Assistant; Performing Arts Houston donors and supporters

Time Commitment: Hours: 40 hours per week / M-F 9a.m. – 5p.m. plus evenings and weekends

How to Apply:

A cover letter is required for consideration for this position and should be included with your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position. Applications will be accepted through email to employment@performingartshouston.org

Potential employees must pass a background check and provide proof of COVID-19 vaccination.

Performing Arts Houston Provides:

Excellent benefits package with company-paid medical, dental, disability and life insurance provided to employee after 30-day period. Medical and dental coverage for employee's family members is available through company policies at the employee's expense.

403(B) Plan with employer matching credits beginning after one year of service.

Parking in Theater District parking provided by the company.