

HOUSTON SYMPHONY

Job Title:	Development Gift Officer
Department:	Development
Reports to:	Sr. Director of Development and Director of Special Events
Works closely with:	Director of Foundation Relations
Status:	Full-time, Exempt
Salary Range:	\$45,000 - \$50,000 / year

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Summary:

The Development Gift Officer manages a portfolio of corporate and foundation donors to support the growth of the Institutional Giving team as well as is the primary gift officer for selling tables and tickets to the Houston Symphony's three special events.

Essential Job Functions:

- Manage a portfolio of corporate donors to support the fundraising goals of the Institutional Giving department.
- Manage a portfolio of foundation donors to support the fundraising goals of the Institutional Giving department.
- Prepare proposals and reports as needed for institutional donors
- Coordinate recognition benefits with marketing department
- Coordinate recognition approval process with institutional partners
- Identify new corporate prospects and conduct preliminary research on potential new donors to fill open sponsorship opportunities
- Primary gift officer for special event contributions inclusive of table and ticket sales as well as event donations for the three special events: Opening Night Concert and Gala, Symphony Ball, and Wine Dinner & Collector's Auction.
- Identify new special event prospects to increase revenue goals.
- Attend concerts and donor events as needed
- Perform additional duties as required by the Houston Symphony Society.

Qualifications:

- Bachelor's degree preferred.
- Minimum of two-years direct solicitation fundraising experience.
- Ability to work in a fast-paced environment with changing priorities.
- 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.
- Excellent written, verbal and organizational skills.
- Excellent computer skills.
- Ability to work some nights and weekends.
- Interest in and knowledge of classical music is a plus.