



Position: **Development Associate**
Status: Non-exempt, full-time position
Reports to: Director of Development
Location: Performing Arts Houston, Houston, Texas
Salary: \$35,000 - \$45,000; commensurate with experience
To Apply: Submit cover letter and resume to:
employment@performingartshouston.org
Posted: June 6, 2022; open until filled

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](#).

Principal Function: The Development Associate provides general Development Department support with an focus on donation acknowledgements, gift entry, grants and proposals, events, and prospect research. This individual must have the ability to work collaboratively and independently, meet deadlines, multi-task projects, and communicate effectively with a variety of stakeholders, including staff, board members, and the public. The position requires exceptional attention to detail. The Development Associate works closely with the Director of Development, the Development Manager, Individual Giving & Events, and the Board Liaison & Executive Assistant.

Responsibilities:

Gift processing (35%):

- Inputs gifts and pledges into Spektrix (CRM database), generates acknowledgements, and reconciles gift entries with Finance Department.

Performances and events (25%):

- Assists with event logistics: creating invitations and tracking RSVPs; attending Green Rooms or valet rotation as assigned; hanging banners and sponsorship signage; corporate reception support; and preparing research for event attendee briefings.
- Attends special event meetings as needed; tracks Gala gift/pledge/auction item data; maintains auction software and item input.

Grants and Proposals (25%):

- Assists institutional giving efforts by assembling and submitting grants and proposals and by managing institutional supporter benefits and recognition, including sponsor tickets reminders, online listings, and sponsor banners and signage.
- Maintains organizational attachments, grants calendar, and annual corporate sponsorship brochure.

Operations (15%):

- Assists with direct mail appeals and mailings, prospect research, and website updates for individual donors.
- Maintains department calendar and executes department and organizational mailings (Annual Report, holiday cards, etc.) as needed.

Other duties as assigned.

Qualifications:

- **Bachelor's degree with one or two years' non-profit experience preferred; equivalent combination of relevant training and experience accepted.**
- **Exceptional attention to detail and strong written communication skills required.**
- Experience with Microsoft Office suite required; CRM database experience a plus.
- Knowledge of Adobe Creative Suite (specifically InDesign and Acrobat) a plus.
- Ability to work evenings and weekends when necessary.
- A passion for the arts.

About Performing Arts Houston:

We've announced our 22/23 Season! There's a lot to look forward to.

Performing Arts Houston seeks to become a mirror for the cultures and creativity of our city, and a window to the wider world of live performing arts. For 55 years, we've presented remarkable experiences in Houston's theaters and venues.

How to Apply:

A cover letter is required for consideration for this position and should be included along with the first page of 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 and booster.

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.