



Position: **Development Manager, Individual Giving**
Status: Exempt, full-time position
Reports to: Director of Development
To Apply: Submit resume and email identifying interest to:
employment@performingartshouston.org
Salary Range: \$70,000-\$75,000 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 Manager** is responsible for Performing Arts Houston's membership and annual giving programs, managing all aspects of these programs to support the organization's ambitious programmatic and philanthropic goals. The Development Manager serves as a key front-facing representative of the organization, spending significant time directly interfacing with existing supporters and other constituents, and works closely with the Director of Development to develop and implement the organization's philanthropic strategy.

Specific Responsibilities:

Membership and Annual Giving (60%):

- Manages Performing Arts Houston's membership program with collaborative support from the Director of Development and the Director of Marketing, including all member communications and stewardship efforts, developing and implementing creative strategies to expand member acquisition, foster loyalty, and increase existing member support.
- Works with the Marketing department to develop membership-related messaging, including all digital and print materials (e.g., email, website, direct mail, social media, etc.).
- Manages a portfolio of individual donors and members, with research support from the Sr. Development Associate, with a focus on those with proven mission affinity and the potential to increase their giving; serves as a front-line fundraiser, spending time developing authentic relationships with these supporters in one-on-one meetings to understand their philanthropic priorities and goals.
- With support from the Sr. Development Associate and Director of Development, creates compelling funding proposals and impact reports for major individual donors and philanthropic partners.
- Actively seeks new opportunities to increase non-membership gifts, including regular philanthropic solicitations of ticket buyers and existing members, ticket purchase add-on donations, and other special campaigns.
- Tracks and records notes for all donor and prospective donor interactions with support from the Development Associate.
- In partnership with the Director of Development, establishes evaluation metrics for individual giving based on Performing Arts Houston's Strategic Framework and monitors progress against those metrics, developing and implementing adjusted strategies as needed.
- Works with the Sr. Development Associate to ensure all individual donors receive proper recognition, stewardship, and benefits.

Performances and Events (30%):

- Develops, manages, and attends donor prospect and stewardship events, including pre-performance receptions (Green Rooms), cast parties, backstage tours, corporate receptions, open rehearsals, and meet-and-greets. Comprehensive management includes event development,

staffing and logistics coordination, and overseeing outside vendors with support and collaboration from the Development Associate.

- Creates and distributes event briefings and prepares staff and Board Members to meet with prospects and existing supporters; coordinates involvement with staff, Board Members, volunteers, and interdepartmental colleagues for these events as appropriate.
- Attends and provides logistical support for the annual Kaleidoscope Ball, including planning meeting attendance; manages related stewardship events as needed (e.g., Underwriter's Party, etc.).
- Manages and grows the Kaleidoscope Ball After-Party Committee, including After-Party sales and committee stewardship.
- Manages budget for area of responsibilities.

Other (10%):

- Collaborates with the Director of Development to regularly update revenue projections and develop annual individual giving budget goals.
- Attends and supports meetings of the Board of Directors and various sub-committees as needed.
- Supports special fundraising campaigns and other special projects.
- Other duties as assigned.

Skills/Qualifications:

This is a new position, expanding our Development department from three to four individuals within a 16-person Performing Arts Houston team. We're seeking an individual with three to five years' fundraising experience and with a passion people and the arts.

- Bachelor's degree and three to five years of fundraising experience with individual giving experience preferred.
- Positive, cooperative work ethic with a willingness to challenge the status quo.
- Strong oral and written communication skills and excellent attention to detail required.
- A passion for the arts and an ability to share that enthusiasm with others.
- Proficiency with Microsoft Office suite and experience with CRM databases required.
- Experience with Adobe Creative Suite (specifically InDesign, Acrobat, and Photoshop) a plus.
- Flexibility to work nights and weekends.

Key Relationships: Performing Arts Houston Development team; Director of Marketing; Board Liaison and Executive Assistant; Performing Arts Houston Board of Directors

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.