

# HOUSTON SYMPHONY

<b><i>Job Title:</i></b>	Development Officer
<b><i>Department:</i></b>	Development
<b><i>Reports to:</i></b>	Director, Individual Giving
<b><i>Status:</i></b>	Full-time, Exempt
<b><i>Salary Range:</i></b>	\$45,000-\$50,000 annually

To apply, please click [here](#).

***Summary:*** Reporting to the Director, Individual Giving, the Development Officer secures annual funding for the Houston Symphony by building a portfolio to 125 donors and prospects to obtain their support again after a lapsed period, or for the first time. The Officer is responsible for participating in the formal screening process and soliciting annual gifts of \$2,000+ from individual perspective households identified by our Manager of Research and Development Operations.

## ***Essential Job Functions:***

- Serve as a front-line fundraiser with a consistent positive impact on the development department's annual contributed revenue goals.
- Execute the Symphony's acquisition strategy to cultivate and solicit new prospects with the goal of building and managing a portfolio (150 households) of individuals with the capacity to give at the major gifts level.
- Craft a personalized, annual plan to cultivate, solicit, and steward each household in the portfolio.
- Participate in at least two face-to-face donor visits per week, as well as maintaining a high level of personal contact via phone, email, and mail.
- Assist with special fundraising including prospect identification, proposal generation, and solicitation.
- Work with Manager, Research and Development Operations to execute the potential donor screening process.
- Partner with fellow officers to establish meaningful relationships between the households in the portfolio and Symphony leadership, musicians, and fellow staff members.
- Establish a fluent understanding of the Symphony to successfully communicate and represent the organization both internally and externally.
- Be knowledgeable about the Houston Symphony's history, mission and vision, budget, fundraising goals, strategic priorities, leadership, budget, performances, and performers.
- In addition to cultivation, solicitation, and stewardship activities, also attend concerts and private donor events on evenings and weekends. All activities share the goal of building relationships between the donor household and the institution.
- Perform additional duties as required by the Houston Symphony Society.

## ***Qualifications:***

- Bachelor's degree preferred.
- An interest in fundraising with focus on individual giving and major gifts.
- Desire to continue fundraising education and achieve CFRE within 5 years.
- Passion for performing arts and music is required.
- Computer literacy, word processing, database, and spreadsheet proficiency.
- Professional demeanor, detail oriented. Excellent verbal and written communication skills.
- Ability to work successfully in a busy environment while managing multiple tasks.

- Ability to work evenings and weekends, including some holidays.