



DONOR ENGAGEMENT MANAGER

Houston Contemporary Dance Company

Now, amid its seventh season, Houston Contemporary Dance Company (HCDC) has established itself as an indispensable force in both the local and national dance landscape. It is an igniter of passion for contemporary dance, a home for world-class professional repertory, and one of the region's rare providers of paid, professional dance careers. Over seven transformative seasons, HCDC has made contemporary dance accessible, dynamic, and deeply alive for Houstonians, all while navigating the extraordinary challenges of a post-pandemic era that tested even the most established arts organizations. To have not only survived but emerged with momentum is a testament to the artistry, resilience, and community that define this company. The next seven years will be built on that foundation, investing in the infrastructure, staffing, and resources needed to cement HCDC as a sustainable, mainstay dance company at the heart of Houston's cultural life.

POSITION SUMMARY

Houston Contemporary Dance Company (HCDC) is seeking a passionate and relationship-focused Donor Engagement Coordinator to build and strengthen our individual donor pipeline. This role is critical to our growth strategy, focusing on donor retention, first-time donor acquisition, and creating meaningful stewardship experiences that inspire continued support.

The ideal candidate is an excellent communicator who thrives on building authentic relationships, has a natural talent for storytelling, and is energized by connecting people to HCDC's mission-driven work. This position offers significant autonomy and the opportunity to directly shape donor engagement strategies with measurable impact.

POSITION DETAILS

Position Type: Full-time exempt

Salary: \$45,000 Annual

Reports To: Founder/Executive and Artistic Director

Location: Houston, TX - Hybrid schedule available (mix of in-office and remote work)

Schedule: Some evening and weekend hours required for performances, donor events, and stewardship activities

KEY RESPONSIBILITIES

Donor Retention & Reactivation

- Execute personal outreach campaigns to lapsed donors, including phone calls, personalized emails, and handwritten notes
- Develop and implement quarterly stewardship touchpoints for all active donors (newsletters, impact updates, thank-you calls, donor spotlights)
- Create and manage donor recognition program, including acknowledgment letters, special recognition events, and gift renewal communications and strategy
- Track and report on retention rates, identifying trends and opportunities for improvement
- Attend performances and organizational events to engage with donors, build relationships, and represent the organization

First-Time Donor Acquisition

- Design and execute targeted campaigns to convert engaged attendees and community constituents into first-time donors
- Create compelling conversion materials including email campaigns, direct mail, and digital appeals
- Develop entry-level giving opportunities and campaigns that motivate first time giving
- Track conversion rates and refine acquisition strategies based on performance data

Communications & Storytelling

- Write compelling donor appeals, thank-you notes and communications, newsletters, and impact stories that connect donors to mission outcomes
- Manage donor-focused email campaigns and donor communications calendar
- Create social media content highlighting donor impact, organizational milestones and stories, and giving opportunities
- Collaborate with program staff to capture and share compelling stories of organizational impact

Database Management & Reporting

- Maintain accurate donor records, tracking of gifts, and engagement activities
- Segment donor lists for targeted communications and campaigns
- Generate monthly reports on key metrics including retention rates, acquisition progress, and campaign performance
- Ensure timely and accurate gift processing and acknowledgment

REQUIRED QUALIFICATIONS

- Exceptional written communication skills with ability to craft compelling ,mission-focused narratives

- Strong interpersonal skills and genuine enthusiasm for relationship-building
- Comfort with phone outreach and one-on-one donor conversations
- Detail-oriented with strong organizational and project management skills
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)
- Basic experience with CRM/database systems or demonstrated ability to learn quickly
- Self-starter who can work independently and take initiative
- Passion for Houston Contemporary Dance Company and a commitment to the nonprofit sector

PREFERRED QUALIFICATIONS

- 1-2 years of experience in nonprofit development, donor relations, fundraising or communications
- A genuine interest and excitement for growing donor support for contemporary dance
- Experience with email marketing platforms
- Social media management experience
- Event coordination or volunteer management experience
- Willingness to learn and utilize the current database which is Evolv Arts
- Bachelor's degree in communications, nonprofit management, marketing, or related field

WHAT WE OFFER

- Competitive salary: \$45,000 annually
- Professional development: Training opportunities, conference attendance, and mentorship
- Meaningful work: Direct impact on organizational growth and mission success
- Work-life balance: flexible schedule, PTO, and respect for health and wellness
- Growth opportunity: Clear path for advancement as the development program grows

TO APPLY

Please submit the following to marlana@houstoncontemporary.org with the subject line '**Donor Engagement Manager Application**':

- Resume
- Cover letter explaining your interest in this role and how your skills align with our needs
- Writing sample (donor appeal, newsletter article, or similar communications piece)
- In Person/ Virtual Interview with Artistic and Executive Director and Development Strategist.

Application deadline: July 1st, 2026

Houston Contemporary Dance Company is an equal opportunity employer committed to building a diverse and inclusive team. We encourage applications from candidates of all backgrounds and experiences.