

HOUSTON SYMPHONY

Job Title: Development Associate, Events

Department: Development

Reports to: Director of Special Events

Status: Full-time, Exempt

Salary Range: \$50,000 - \$55,000

To Apply, Click the Link Below:

<https://www.paycomonline.net/v4/ats/web.php/portal/5DF197CB483F38559B6F80A2C5C8B953/jobs/404147>

Position Overview:

Reporting to the Director, Special Events, this position implements event management details for the Symphony's major galas, general cultivation, and donor events. This position is a key member of the special events team. This position will interact with high-level volunteers to further the Symphony's goals. A key expectation is the ability to work closely with volunteers in a dynamic environment.

Candidate Essential Functions:

General Special Event Responsibilities

- Support the planning and implementation of the annual Opening Night Gala, Symphony Ball, Wine Dinner, and other events, with specific responsibilities assigned by the Director, Special Events.
- Coordinate and execute event related pre- and post-donor cultivation and stewardship activities, such as Kick-off and Underwriter events.
- Work with the Director, Special Events, to manage the solicitation process for special events, with emphasis on Tessitura data extraction and manipulation.
- Inventory management of the Houston Symphony wine storage locker.
- Manage external communication plan and design and serve as liaison with the Marketing team.
- Responsible for management and content for Houston Symphony webpages for all Special Events
- Maintain and update Special Events Policies and Procedures
- Maintain positive, professional and courteous relationships with all Special Event volunteers and vendors (both internal and external).

Silent Auction Responsibilities

Coordinate and support Silent Auction and Raffle activities for the Symphony Ball and Wine Dinner, including:

- Managing Symphony Ball and Wine Dinner Silent Auction committees and supplemental meetings or events which may take place in the evening.
- Soliciting of auction items.
- Maintaining records of donation and auction finances.
- Managing inventory of auction items including transportation of auction items to and from events.
- Coordinating with auction vendors on behalf of the Houston Symphony.
- Creating the annual Auction Catalog.
- Identify and incorporate new avenues for revenue based on evolving silent auction trends.
- Managing correspondence and post-event acknowledgement letters to buyers and donors of Houston Symphony auction items
- Managing Symphony Ball and Wine Dinner Silent Auction committees and supplemental meetings or events which may take place in the evening.

Other Development Department duties and responsibilities

- Maintain positive, professional and courteous relationships with all Special Events volunteers and vendors (both internal and external)
- Attends performances and donor events as required.
- Other duties as assigned by the Houston Symphony Society.

Qualifications:

- Bachelor's degree or equivalent experience.
- Experience with database, spreadsheet and desktop publishing using Microsoft Office, Tessitura, Wordfly and BidPal software systems is desired.
- Professional, detail oriented, excellent time management skills.
- Excellent verbal/written communication skills.
- Ability to work successfully in a fast-paced environment while managing multipole projects.
- Creative, flexible, excellent communication skills.
- Ability to work evenings and weekends, including some holidays.
- Ability to lift up to 40 lbs.
- Candidate must supply reliable personal vehicle.