

JOB DESCRIPTION



Title: Development Manager
Reports to: Executive Director
Status: Full-time, exempt
Compensation & Benefits: Salary Range \$45,000-50,000. Benefits package includes medical, dental, vision, generous PTO, paid holidays (11), and 401k. Opportunities for professional development and growth within the organization.

Organization:

Founded in 2000, Mercury Chamber Orchestra presents over 30 performances each season, reaching more than 20,000 audience members through our distinctive concert series, community events, school outreach, and concert streaming. Under the artistic leadership of Antoine Plante, Mercury serves the community by celebrating the power of music, teaching, sharing, and performing with passion, intimacy, and excellence. The organization has a team of seven full-time and two part-time employees along with four contractors working with finances, marketing, and concert production. The annual operating budget is \$2 million. As part of its 25th Season, Mercury has launched a \$3 million capacity building campaign to support artistic expansion, community connections, and financial agility.

Opportunity Overview:

The Development Manager oversees Mercury's annual fund campaigns, developing and implementing strategies to secure financial support from new and renewing individuals, delivering \$700,000+ annually through Board, Patron Society, Individual, and Gala support. The Development Manager takes pride and satisfaction in helping donors fulfill their passions and interests through their giving to the Mercury Chamber Orchestra.

Duties & Responsibilities:

Fundraising Strategy & Planning

- With the Executive Director, plan annual goals and strategies to meet and exceed revenue from Board, Patron Society, and other individual donors.
- Maintain strong stewardship plans with donors to strengthen relationships and connections with Mercury.

Fundraising Implementation

- Through meaningful cultivation, appropriately move individuals from acquisition, to retention, to increased giving.
- Initiate contact with current and prospective donors through calls, solicitation letters, and appropriate follow-up to secure gifts ranging from \$250 to \$25,000+.
- Set-up meetings for current and prospective donors to engage with Artistic Director and Executive Director.

Gift Acknowledgment & Stewardship

- Perform and prioritize all daily gift processing for both institutional and individual gifts, ensuring accuracy, financial integrity, and confidentiality.
- Generate, proof, mail, and upload all donor acknowledgments, tax receipts, and pledge reminders with consistency, speed, and accuracy.

Gala, Concerts & Special Events

- With Operations Manager, drive logistics for the annual Gala and special events, including timelines, vendor orders, venue contracts, and internal coordination.
- Support post-event wrap-up, reconciliation, and sponsor or donor recognition and stewardship.
- Provide essential VIP support at all concerts, Gala, and other events.

Internal Collaboration

- Collaborate with the full Administrative Team and Board Development Committee.
- Support external grant writer with information, reporting data, and ongoing communications to secure from foundations, corporations and government entities.
- Other duties as assigned.

Desired Attributes

- Passion for building relationships.
- Motivated self-starter and creative problem-solver with a positive and enthusiastic attitude.
- Strong interpersonal skills with a high-level of emotional intelligence.
- Excellent communication skills, oral and written.
- Keen attention to detail, prioritization, and organization.
- Integrity, empathy, and adherence to high ethical standards.
- Strong desire to work with a team in a fast-paced, goal-oriented environment.
- Flexibility and adaptability.
- Interest and curiosity for classical music.

Qualifications & Skills

- Experience in fundraising or customer service.
- Proficiency and confidence in Word, Excel and Outlook.
- Working knowledge of Spektrix or other CRM system preferred.
- Bachelor's degree required.

Environment

- Position will have a dedicated workspace at Mercury office in the heart of River Oaks.
- Flexibility regarding remote-work is available; three days per week are required in office.
- Work is performed in a friendly, collaborative, and fast-paced hybrid office environment.
- Attendance and participation at all concerts and events are expected for the purpose of building relationships with donors.

To apply:

Please send cover letter and resume to jobs@mercuryhouston.org. No calls please.

Mercury Chamber Orchestra is an equal opportunity employer. We will not discriminate against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.