

Job Title	Individual Giving and Stewardship Manager
Reports To	VP Advancement
Direct Reports	Donor Events & Stewardship Lead, Advancement Services and Analytics Specialist, <i>Donor Relations Associate (to be hired)</i>
Status	Regular Full-Time Exempt
Location	On site in Houston, TX, with flexibility for occasional remote work
Schedule	General business hours with some nights and weekends
Apply	https://tinyurl.com/y4kunwch

OVERVIEW

The Individual Giving and Stewardship Manager leads the Hobby Center's individual giving strategies, annual fundraising event, and donor engagement programs to drive contributed revenue, cultivate new donors, deepen existing relationships, and build loyalty and advocacy. This role plays a vital part in securing philanthropic revenue to sustain and expand the Hobby Center's programs, serving as a key frontline fundraiser on our growing Advancement team.

As the architect of expanded annual giving programs, this position will foster meaningful relationships with donors at all levels and contribute to a culture of philanthropy throughout the organization. In partnership with the VP Advancement, the Individual Giving and Stewardship Manager drives activity expected to raise \$2 million in FY26 with that number likely to grow in future years. Along with the rest of the Advancement team, this position also supports the execution of special campaigns and projects as well as strategic plan tactics.

You Are:

- A relationship-focused fundraiser with a strong track record in individual giving and fundraising events.
- Resourceful, proactive and mission-driven.
- Inspired by the connection between systems-building and relationship-building.
- A collaborative team leader and skilled project manager.
- Passionate about the performing arts and committed to community impact.

We Are

- A vibrant performing arts center in downtown Houston offering a huge range of arts and entertainment experiences.
- A connector, convenor, and incubator for all Houston audiences, artmakers, and arts organizations.
- An established, stable nonprofit organization engaged in an exciting period of growth and transformation.
- Committed to creating a welcoming, inclusive workplace that embraces diversity of people and ideas and fosters a sense of belonging.
- A high-performance culture that is supportive of your professional growth and ability to work in a sustainable, empowered way.

FUNCTIONS & RESPONSIBILITIES

Annual Giving & Portfolio Management

- Lead the Hobby Center's individual giving initiatives to maximize donor investment, engagement, and retention.
- Design and execute annual giving programs to deepen connections with current donors and expand the base of donor support, including use of direct mail, email, and digital campaigns.
- Manage a personal portfolio of mid-level and major donors and prospects.
- Shape and lead moves management systems and processes for the full Advancement team.
- Provide oversight to donor data systems and ensure data integrity and accurate reporting.
- Analyze donor data to inform strategy, segmentation, messaging, performance, and ROI.

Annual Fundraising Event

- Provide staff leadership to the Hobby Center's annual fundraising event, serving as a key point of contact for volunteer event leaders and committee members.
- Engage internal and external stakeholders to shape the event experience and achieve fundraising goals.
- Work with Donor Events and Stewardship Lead to drive event planning and execution, including managing communications, securing vendors, overseeing logistics, defining timeline, and monitoring budget.
- Create pre- and post-event engagement plans to extend impact and deepen connections with event prospects and attendees.

Donor Stewardship & Communications

- Design personalized engagement and stewardship strategies that connect donors to the Hobby Center's mission, build community, and communicate impact and appreciation across all giving levels.
- Develop and implement a comprehensive donor benefit structure and communications calendar with a focus on creating an exceptional and distinctive donor experience.
- Partner with other members of the Advancement team to define systems and practices for donor and sponsor recognition and benefit delivery.
- Ensure accurate tracking and timely acknowledgement of gifts.

Leadership & Collaboration

- Partner with the VP Advancement, CEO, Board members and other stakeholders to identify and engage major donors and prospects.
- Manage and mentor direct reports, leveraging their strengths and skills to achieve organizational goals.
- Partner with the marketing section of the Advancement team to align donor communications with institutional brand and messaging, and collaborate on invitations, campaigns, and stewardship as needed.
- Represent the development section in cross-functional planning.
- Champion a collaborative, inclusive, and high-performing culture.

Growth & Visibility

- Build resources and networks for success and collaboration both internally and externally.
- Seek relevant professional development opportunities and learning.
- Along with other members of the Advancement team, represent the Hobby Center at performances and events and provide support as needed.
- Regularly attend the full range of Hobby Center presented programming to stay connected to our artistic work and the patron experience.

Responsibilities may evolve to meet organizational needs and employee strengths.

REQUIREMENTS & CHARACTERISTICS

Requirements

- 5+ years experience in nonprofit fundraising.
- Excellent interpersonal and relationship-building skills.
- Strong verbal, written, and visual communication skills.
- Demonstrated ability to manage complex projects and prioritize multiple deadlines effectively.
- Confidence across a wide range of professional and social contexts.
- Discretion when handling confidential information.
- Ability to work at a desk (sitting or standing) and computer for extended periods of time.
- A positive, collaborative, and proactive work style.
- Passion for the Hobby Center's mission and desire to play a vital role during a transformational period of growth.

The Hobby Center's core business is live performances. Evening and weekend events are central to our operation and all employees understand that their duties may require them to be on site at these times and interface with the public.

Ideal Skills and Experience

- Demonstrated success developing and executing fundraising strategies that deepen relationships and grow contributed revenue, with a focus on individual giving and/or major gifts.
- Deep understanding of donor motivations, cultivation and stewardship strategies, and nonprofit fundraising best practices.
- Strong experience with event fundraising and history of achievement meeting event goals and creating outstanding experiences.
- Familiarity with patron engagement and loyalty programs in the performing arts.
- Excellent verbal and visual storytelling skills.
- Track record of leading successful teams.
- Experience with relevant CRM systems (Tessitura a plus).

Attitudes and Behaviors We Value

- Embracing continuous growth and learning.
- Practicing open, honest communication and conflict resolution.
- Taking initiative and increasing ownership over time.
- Supporting colleagues and partners to achieve collective success.
- Examining and challenging our personal biases.
- Celebrating our own and others' wins, big and small.
- Engaging through a lens of opportunity, optimism, and curiosity.

COMPENSATION

The Hobby Center offers a competitive compensation and benefits package including medical, dental, and vision insurance, a 403b savings plan with matching employer contributions, and paid time off. The anticipated hiring range for this position is \$75,000 – \$85,000.

ABOUT THE HOBBY CENTER FOR THE PERFORMING ARTS

The Hobby Center for the Performing Arts serves as a connector, convenor and incubator for all Houston audiences, artmakers and arts organizations. Opened in 2002, the campus houses two theaters and welcomes over 400,000 audience members annually to a wide range of arts experiences including the Memorial Hermann Broadway at the Hobby Center series. The Hobby Center is also home to a full season of musical theatre produced by Principal Resident Company Theatre Under the Stars, as well as a variety of diverse performances from both Houston-based and touring artists and companies. Education and accessibility initiatives are central to the Hobby Center's impact in Houston through programs like the ExxonMobil Discovery Series, sensory inclusive performances, tactile tours, talkbacks, specialized audience services, and master classes for artists and students. The ExxonMobil Discovery Series creates access to engaging arts experiences for thousands of Houston-area students each year. All ExxonMobil Discovery Series performances are offered free of charge to schools, including transportation.

**The Hobby Center for the Performing Arts is an equal opportunity employer
dedicated to building an inclusive, diverse, equitable, and accessible
workplace.**