

# HOUSTON SYMPHONY

<b><i>Job Title:</i></b>	Development Communications Manager
<b><i>Department:</i></b>	Development
<b><i>Reports to:</i></b>	Director, Corporate Relations
<b><i>Classification:</i></b>	Regular, full-time, exempt
<b><i>Works closely with:</i></b>	Chief Development Officer, Director, Foundation Relations; Director, as well as Individual Giving; Director, Major Gifts; and Director, Special Events for project based writing. Interacts regularly with Creative Director on the Marketing team.
<b><i>Salary Range:</i></b>	\$60,000 - \$64,000 annually

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## ***Summary:***

The Development Communications Manager is responsible for content creation for major donor communication tools including InTune Magazine, SymphonyNotes donor newsletter, annual and community reports, donor impact reports, web and social media communications, select fundraising proposals in the major gifts, corporate and foundation areas; tailored acknowledgement letters; drafting, editing and proofreading department text; correspondence on behalf of the Executive Director/CEO, Chief Development Officer, Director, Corporate Relations, members of the Executive Committee and Board Leadership of the Houston Symphony Society.

## ***Job Responsibilities:***

- Responsible for major content creation for the development department including drafting of CEO letter, editorial content, donor impact and education content for InTune Magazine (monthly through season)
- Duties also include the writing and coordination of the *Symphony Notes* donor newsletter and the letter to the Houston Symphony donor family from the Executive Director /CEO (at least three issues a season), as well as other donor communications pieces for specific donor groups
- Duties also include writing correspondence on behalf of Executive Director / CEO, Chief Development Officer, Director, Corporate Relations, and members of the Executive Committee and Board Leadership of the Houston Symphony Society, and on occasion, the President of the Houston Symphony League
- The Development Communications Manager will also be responsible for creating campaign materials and initiatives related to Annual Fund campaigns throughout the Season and other special projects as required
- The Development Communications Manager will be a member of the Institutional Giving team and will be required to assist with the implementation and management of events for donors in that function area
- Throughout the year the Development Communications Manager will also work with the Director of Special Events to assist in the preparation of event materials including preparing solicitation letters, the program, editing auction catalogues and any other event related materials

- This position will also work with the Board Liaison to create Board materials as needed

***Job Duties:***

- Prepare letters, proposals, and reports, for Houston Symphony activities, including, but not limited to: operations; endowment; campaign support; and education program funding.
- Working within the Houston Symphony, draft communications in various voices of company endeavors including education, core programming, community engagement programs, the Houston Symphony Endowment, fundraising campaigns, etc., for use in proposals, letters and reports
- Proofread and edit all development related materials
- Identify and write gift acknowledgement letters on behalf of the Executive Director /CEO, Music Director, Chief Development Officer, Director, Corporate Relations, and Director, Foundation Relations ensuring letters contain appropriate language and sentiments
- Work with other members of the Development Department, where appropriate, in the drafting of general correspondence including Annual Fund appeal letters, supporting materials, acknowledgement letters, event invitations, and other projects
- Assist in the completion of special writing projects as assigned by the Chief Development Officer and Director, Corporate Relations including donor communication strategies, campaign marketing materials, Board correspondence, mission statements, and other projects as needed.
- Perform other duties as assigned.

***Qualifications:***

- Bachelor's degree (Liberal Arts, Music, Business or other relevant subject)
- Three to five years writing experience preferred
- Working knowledge of the non-profit environment and experience with grant writing. Excellent writing and editing skills as well as exceptional organizational skills required.
- Must have the ability to work within deadlines, work collaboratively with both members of the development staff and others in the organization
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint is necessary
- Preferred skill in graphic design
- Evening and weekend work is required throughout the Symphony's season