

Assistant Director of Development

Houston, TX, United States

JOB DESCRIPTION

Special Instructions to Applicants: All interested applicants should attach a cover letter and a resume in the Supporting Documents section of the application. We suggest the documents be in a **PDF format** to avoid formatting issues.

Apply here:

https://emdz.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1001/job/3389

Position Summary

Reporting to the Director of Development, the Assistant Director provides leadership of and direction for the Shepherd School of Music's annual fund program, with emphasis on enhancing donor and volunteer participation, as well as on increasing total unrestricted dollars raised for the Shepherd School of Music. Through data-driven direct response campaigns, donor events, and management of a personal portfolio of donors and prospects, this position is an integral part of the development team and its goal to build a community of classical music enthusiasts and supporters. The Assistant Director is responsible for annual fund strategy, communications, solicitation, and execution in coordination with the Donor Relations Officer whose focus is on high-level donor engagement and stewardship events. The Assistant Director works collaboratively with the Shepherd School Marketing and Communications team to create targeted solicitation content for direct and e-marketing campaigns related to annual giving and serves as the primary liaison with the Rice (DAR) Annual Fund division. The Assistant Director will be responsible for soliciting leadership-level gifts from \$2,500 to \$99,000, with the goal of building a pipeline of major gifts. The Assistant Director will track and report on annual fundraising metrics, as well as donor relationships to inform meetings for current and prospective donors to engage with the Dean, Sr. Assistant Dean, and Director of Development.

This is a full-time, benefits-eligible position, and depending on qualifications and experience, the hiring range is between \$70,000 - \$80,000. This is also an on-campus position.

Requirements



E: musi@rice.edu
T: 713-348-4854
F: 713-348-5317

The Shepherd School of Music—MS 532
Rice University
P.O. Box 1892
Houston, TX 77251-1892

- **Bachelor's Degree**
 - *In lieu of the education requirement, additional related experience, above and beyond what is required, on an equivalent year-for-year basis may be substituted*
- **Three (3) years of professional experience at an institution of higher education or performing arts non-profit.**
 - *In lieu of the experience requirement, additional related education, above and beyond what is required, on an equivalent year-for-year basis may be substituted*
- Ability to develop and initiate new strategies
- Advanced problem-solving skills
- Strong verbal and written communication skills
- Ability to work well under pressure and manage projects simultaneously
- Strong organizational and time management skills
- Advanced knowledge of Microsoft Office suite, Google Workspace
- Strong data analysis skills
- Ability to work independently and as part of a team to meet expected deadlines and schedules.
- Adept at problem-solving, creating contingency plans, and handling issues when necessary.
- Strong client service orientation
- Strong attention to detail and ability to quickly understand and remember details about alumni/donors and projects to which they are assigned

Essential Functions

- Responsible for developing and implementing a comprehensive annual fund-giving strategy for the Shepherd School, in conjunction with the school's mission and marketing strategy and Rice University's strategic vision.
- With a strong understanding of annual fund best practices, data analytics, reporting, and donor solicitation strategies, lead annual fund initiatives at the Shepherd School of Music with a goal of growing support for the Shepherd Society and increasing annual contributed revenue.
- Create and execute all aspects of Shepherd School's annual fund communications and e-campaigns; including pulling data and crafting language for giving appeals.
- Partner with the marketing and communications team on the execution of all annual fund campaign plans, including graphic design, web and social media, printer, and mail house coordination.
- Develop annual fund campaign themes, messaging, communications, solicitations, and visual assets in conjunction with the Director of Marketing and Communications and Development team.

- Work with the Director of Development to establish benchmarks, track annual fund fundraising metrics, and regular reporting processes to measure the results of all annual fund activities.
- Produce and manage biweekly contributed revenue reports and provide analysis of results to evaluate success and inform strategies to increase effectiveness.
- Working with the Director of Development, research, develop, and implement strategies to build Shepherd School's annual giving to help secure financial support from new and renewing individuals and create a pipeline of major gift prospects.
- Manages a select portfolio of annual Shepherd Society donors in coordination with the Director of Development to ensure donor visits, cultivation, and stewardship goals are being met.
- Performs other duties as assigned.

Additional Functions

- Provides secondary support for Shepherd Society ticketing in Tessitura and coordinates information sharing with DAR data services as appropriate.
- Develop fundraising strategies and execute special campaigns for Shepherd School activations during Rice's Family Weekend, Reunion, Giving Tuesday, and Rice 24-Hour Annual Challenge.
- Maintains regular contact outside the Shepherd School with donors, alumni, and friends of the school, in person, with follow-up by phone, and in writing.
- Attend major Shepherd School concerts and private donor events on evenings and weekends as assigned, working closely with the Donor Relations Officer to facilitate and staff stewardship events.
- Establish an Ambassador program to attract a younger demographic of patrons with an affinity for classical music to support audience development and the donor pipeline.

Workplace Requirements

Rice University campus in Houston, TX (this is an in-person position).

Preferences

- Five years of professional experience at an institution of higher education or performing arts non-profit.
- Experience creating and managing large annual fund campaigns preferred.
- Experience with fundraising in a higher education environment and the performing arts.
- Experience collaborating with data managers and mail houses
- Experience writing and editing.
- Knowledge of development/donor database software, especially Tessitura and Blackbaud CRM

Rice University HR | Benefits: <https://knowledgecafe.rice.edu/benefits>

Rice Mission and Values: [Mission and Values | Rice University](#)

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Faculty and staff are expected (but not required) to have completed a full vaccination series for COVID-19 (currently defined as a full course COVID-19 Vaccine (typically two shots of a WHO-approved COVID-19 Vaccine or one J&J) and a COVID-19 booster. Rice does not require documentation for COVID-19 vaccination at this time for faculty and staff. More information can be found here: <https://coronavirus.rice.edu/policies>.