

# Individual Giving Coordinator

**Job Location:**

Houston Ballet - Headquarters - Houston, TX

**Salary:** \$46,000/year

## Individual Giving Coordinator

Picture yourself at an amazing organization committed to inspiring a lasting love and appreciation for dance through artistic excellence, exhilarating performances, innovative choreography, and superb educational programs. At Houston Ballet, we recognize our responsibility to be an open, welcoming, and anti-racist organization where students, dancers, musicians, production crew, staff, trustees, and volunteers of all backgrounds collaboratively learn, work and serve. Join us, and you'll be surrounded by creative teams who challenge you, support you, inspire you, and celebrate artistic achievement.

**Summary:** Reporting to the Assistant Director of Individual Giving, the Individual Giving Coordinator is responsible for multiple projects supporting identifying, cultivating, soliciting, and stewarding support on behalf of Houston Ballet, including planning and implementation. Additionally, this position will have a portfolio of current and prospective donors, with the expectation of strengthening relationships on behalf of the Ballet.

**Essential Duties and Responsibilities:**

Include the following. Other duties may be assigned.

- Provide support for cultivation and stewardship events, including vendor relations and logistics for events
- Draft and prepare proposals, gift agreements, invitations, electronic communications, and print materials as needed
- Manage a personal portfolio of individual donors and prospects
- Keep accurate and timely records in Tessitura related to donor giving and activities
- Provide additional operational support for individual giving team including:
  - Manage individual giving calendar
  - Maintain donor and event files for current, archival, and financial tracking
  - Track and process invoices, purchase orders, expense reports and check requests
  - Make updates to donor database, generate mailing lists and data support
  - Track RSVPs, assist with follow-up and create name tags for events
  - Order events supplies and purchase postage as needed
  - Regularly update Development pages on Houston Ballet website with current information
  - Assist with social media implementation
  - Maintain archival photos
- Operate as an integral member of the Development Department
- Other duties as assigned

**Qualifications:****Minimum REQUIRED Qualifications:**

- Bachelor's degree
- Excellent verbal, written, and interpersonal communication skills
- Attention to detail, excellent follow-through skills, and demonstrated ability to work in a fast-paced environment
- A respect for confidentiality and professionalism

- Ability to manage multiple tasks, prioritize work and be able to meet tight deadlines
- Exceptional computer skills, including prior database, Word, and Excel experience

Preferred *ADDITIONAL* Qualifications:

- Knowledge of Adobe Creative Suite and Microsoft Office including Publisher
- Two years' experience in fundraising/development
- Tessitura experience a significant plus

**Competencies:**

- Organization/Planning – Develops clearly defined, realistic, measurable objectives that are consistent with the company's objectives. Organizes personal workload and sets priorities; Uses time efficiently. Meets deadlines consistently.
- Job Knowledge/Compensation – Possesses the skills, knowledge and expertise required to perform the essential aspects of the job as well as any other specific educational and/or certification requirements and have the compensation for your expertise.
- Communication – Communicates effectively in writing and verbally; expresses complex ideas in simple terms. Clearly and concisely expresses in individual or group situations. Comprehends and processes information and responds to communication from others. Communicates, empathizes, uses diplomacy, influences, and gains cooperation. Interacts effectively across functions and levels of the company.
- Flexibility/Adaptability – Ensures the integrity of work. Effectively responds to change. Adjusts to and accepts changes in direction and priorities. Sees changes in the business or work environment, understands implications and adjusts priorities as needed on short notice.

**Work Environment:**

- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.
- Moderate noise (examples: business office with computers and printers, light traffic)
- Regular (Monday – Friday), as well as on weekends as necessary
- Moderate overnight travel (up to 10%) by land and/or air

***\*Only applicants that meet the required qualifications and that submit a cover letter and resume will be considered for this position.***

***Due to the large number of applications we receive,  
we will not be able to acknowledge receipt of your resume.  
NO PHONE CALL INQUIRES, PLEASE.***

*Houston Ballet is an Equal Opportunity Employer.  
Candidates for employment are considered without regard to race, color, sex, creed,  
national origin, sexual preference, age, non-job-related disability or marital status.*

**Inclusion, Diversity, Equity and Access Statement:**

Houston Ballet Foundation is an Equal Opportunity Employer. Candidates for employment are considered without regard to race, color, sex, creed, national origin, sexual orientation, age, non-job-related disability or marital status.

Houston Ballet embraces inclusion, diversity, equity and access. We recognize our responsibility to be an open, welcoming and anti-racist organization where students, artists, staff, trustees and volunteers of all backgrounds collaboratively learn, work and serve. Inclusion, diversity, equity and access are instrumental in the fulfillment of our mission and values. We address the challenges of our future in a culture that honors what is unique in all of us. Join us, together we are Houston Ballet.

**Core Values:**

Houston Ballet's shared values are essential to our success as a world-class ballet company and academy. These values guide our decisions and behaviors and shape our culture.

- **EXCELLENCE:** We are passionate about results. Our programs are recognized and awarded for excellence. We are committed to delivering quality programs at the highest standard. Work in all departments matches the caliber of the programming on stage.
- **ENGAGED:** We are proud to be a part of a company that produces art and trains artists. We attend performances and are tremendous advocates for the education and community engagement programs we offer. We are "all in" and well-versed in the mission of Houston Ballet.
- **DRIVEN:** We are driven to take goals and run with them. We are excited to deliver results beyond expectations. We are accountable for our actions and work. We reinvent Standard Operations Procedures, leaving our jobs better than we found them. Much of our work product becomes the standard for individuals who will fill our roles in the years to come.
- **COLLABORATIVE:** We unite around Houston Ballet's mission and support each other in reaching goals. We share information widely and generously and treat our team members, customers, and patrons with respect and sensitivity. We embrace inclusion, diversity, equity, and access. We recognize our responsibility to be an open, welcoming, and anti-racist organization where students, artists, staff, trustees, and volunteers of all backgrounds collaboratively learn, work and serve. We nurture the growth and understanding of how each of us fits into the larger picture and we celebrate organizational achievements.
- **PATRON-CENTERED:** Our patrons (subscribers/supporters/donors/stakeholders) are at the center of all we do and are at the top of our minds in our decisions and actions. Our patrons are delighted by the excellent customer service they receive at every interaction at Houston Ballet.

Apply Here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=75852&clientkey=57516344665171F94892344D2B7528E2>