



SOCIETY FOR THE PERFORMING ARTS
Bringing the World's Best to Houston

Development Associate

Position: Development Associate
Status: Non-exempt, full-time position
Reports to: Director of Development
Location: Society for the Performing Arts, Houston, TX
Salary: \$35,000 - \$45,000, depending on experience
To Apply: Submit cover letter and resume to employment@spahouston.org

SPA is an equal opportunity employer – we value diversity. All are encouraged to apply. Strong candidates will work in alignment with SPA's [Mission and Values](#).

Principal Function: The Development Associate provides general Development Department support with an emphasis on institutional giving, events, donation acknowledgements, gift entry, and prospect research. This individual must have the ability to work collaboratively and independently, meet deadlines, multi-task projects, and communicate effectively with a variety of stakeholders, including staff, board members, and the public. The position works closely with the Director of Development, the Development Manager, Individual Giving and Events, and the Board Liaison and Executive Assistant.

Responsibilities:

- Assists Development Director with institutional giving by assembling and submitting grants and proposals and by maintaining institutional supporter benefits and recognition, including ticket reminders, online listings, and sponsor banners and signage.
- Assists Development Manager with event logistics: creating invitations and tracking RSVPs; attending Green Rooms or valet rotation as assigned; hanging banners and sponsorship signage; corporate reception support; and preparing research for event attendee briefings.
- Assists with direct mail appeals and mailings, prospect research, and website updates for individual donors.
- Inputs gifts and pledges into Spektrix (SPA's CRM database) and generates acknowledgements with oversight from the Development Manager.
- Maintains Development Department calendar and executes department and organizational mailings (Annual Report, holiday cards, etc.) as needed.
- Maintains organizational attachments, grants calendar, and annual corporate sponsorship brochure.
- Liaises with the Finance Department with regards to department invoices, bank statements, expense tracking, and travel.
- Attends Gala meetings as needed; tracks Gala gift/pledge/auction item data; maintains auction software and item input.
- Other duties as assigned.

Qualifications:

- Bachelor's degree, with 1-2 years non-profit development experience, or equivalent relevant experience.
- Strong oral and written communication skills, with emphasis on grammar, spelling, and punctuation.
- Experience with Microsoft Office suite; database management experience is desired.
- Knowledge of Adobe Creative Suite (specifically InDesign and Acrobat) a plus.
- A passion for the arts.
- Outstanding time management skills and ability to work evenings and weekends when necessary.

[We've announced our 21/22 Season!](#) There's a lot to look forward to.

Society for the Performing Arts seeks to become a mirror for the cultures and creativity of our city, and a window to the wider world of live performing arts. For 54 years, we've presented remarkable experiences in Houston's theaters and venues. It's a good time to join our team—we're just getting started.

COVID-19 pandemic:

The incumbent may be required to work remotely either full-time or in a hybrid fashion until the end of the pandemic. All necessary working tools needed to fulfill the duties and responsibilities of this position will be provided to the employee for this purpose.

How to Apply:

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position. Applications will be accepted through email to employment@spahouston.org.

Potential employees must pass a background check and provide proof of COVID vaccination.

SPA Provides:

Excellent benefits package with company-paid medical, dental, disability and life insurance provided to employee after 30-day period. Medical and dental coverage for employee's family members is available through company policies at the employee's expense.

403(B) Plan with employer matching credits beginning after 1 year of service.

Parking in Theater District parking provided by company.