

STAGES



Position: Special Events & Corporate Partnerships Manager

Reports to: Development and Communications Director

Direct Reports: None

Indirect Reports: None

Status: Full-time, Exempt

The **Special Events & Corporate Partnerships Manager** oversees development events and corporate fundraising, with a focus on creating engaging events and experiences for donors, partners, prospects and other key constituents. This position is responsible for generating contributed revenue of approximately \$850,000 annually through Stages' special events and corporate relationships, and we expect that number to increase as Stages continues to grow! Along with the rest of the development team, the Special Events and Corporate Partnerships Manager will also help support special fundraising campaigns as well as strategic plan goals.

About us

Stages makes plays and tells stories that invite everyone to live more deeply and love more boldly. We produce a broad scope of plays and musicals ranging from jukebox musicals and family entertainment to world premieres and new work by emerging writers.

Stages was founded in 1978 and we've grown to become Houston's sixth largest nonprofit performing arts producer and the largest outside the downtown theatre district. We perform year-round with an average of 12 productions and 75,000+ visitors each season. In January 2020, we opened our new \$35.4 million three-theater home, The Gordy.

We're a welcoming, collaborative culture that encourages each staff member to take initiative, share ideas and help shape the organization. Working at Stages hits the sweet spot between struggling startup and corporate behemoth.

About you

You're passionate about building relationships and getting things done. You love a good deadline and live for nailing the details. You personify grace under pressure and you've got a knack for identifying what will make each relationship thrive. You're equally comfortable attending a wine dinner, presenting a sponsorship proposal, or organizing the most streamlined check-in process in history. You make complex events feel easy and effortless, and you're thrilled to see your hard work pay off in the smiles and enjoyment of others.

What you'll do at Stages

- Serve as the primary staff leader for Stages' annual gala, working in conjunction with volunteer gala chairs and the development team to plan and execute a 250-450-person event with a revenue goal of \$700,000 in FY21
- Manage annual fund benefit events (except Opening Nights) as well as special VIP donor events

December 2020

- Provide leadership to Stages' corporate fundraising efforts, with a revenue goal of \$150,000 in FY21 and a focus on identifying and developing mutually beneficial long-term partnerships that make lasting connections between Stages and our business community.
- Work with Donor Concierge to facilitate gift processing for all special events, including gift entry, acknowledgments, pledge reminders and other supporting correspondence
- Serve as primary contact for coordination of patron group travel events
- Build and maintain relationships with a personal portfolio of donors
- Other duties, as assigned

To excel in this job, you'll need

- A positive, customer-focused approach to work
- Extraordinary organizational skills and attention to detail
- Experience juggling concurrent tasks and deadlines while maintaining quality
- Strong entrepreneurial skills, with the ability to work both independently and collaboratively
- Flexibility to work a varying schedule including days, some evenings and occasional weekends
- Passion for Stages' work and desire to play a vital role during a transformational period of growth

It's also great to have

- Demonstrated track record of executing successful fundraising events
- Confidence in a variety of business and social settings, and building relationships with people in a wide range of roles and industries
- Strong writing and communication skills
- Experience with graphic design, website design or maintenance, or other publishing tools
- Familiarity with donor databases and proficiency in data manipulation and analysis
- Degree in arts administration, business, marketing or related area

This is important

Stages is committed to advancing equity, diversity and inclusion, as well as creating and maintaining a safe creative environment for staff, artists and our community. We know that through discussion and expression we can continue to promote change in a positive direction. We believe that diversity on and off stage is important. We are committed to bridging cultural gaps and creating an environment of inclusion and equity for all. It is our intent to provide equal opportunities to all who may apply. We welcome every race, color, religion, sex, sexual orientation, national origin, age, genetic makeup, gender identity or expression, disability, veteran status and thinking style.

Our hiring process

First, send us some information about yourself—anything you think might help us understand who you are and why you're right for this position. This could include a resume, cover letter, salary requirements, etc.

Alma Frias, HR Manager
 Stages
 800 Rosine St.
 Houston, Texas 77019

afrias@stageshouston.com

If we think you might be a good fit, we'll contact you to schedule an introductory interview. This conversation will help us learn about you, share more about the job and Stages, and answer your initial questions. From there, we may also invite you to talk with other staff members from positions across the organization so that you have an opportunity to explore Stages' culture and work environment, and we can get a sense of what you'll bring to the team. A background screening is required for finalists.