

# The Orange Show Center for Visionary Art Development Officer

## Position Overview

The OSCVA is currently seeking a motivated individual for the role of Development Manager. The ideal candidate's primary responsibilities are to support the planning, development, and implementation of strategic initiatives to manage and grow the organization's philanthropic and foundation relationships, fundraising events, donor communication/ marketing, and financial planning practices to further enhance its mission.

## Position Responsibilities

- Develop and enhance relationships between OSCVA and the philanthropic community in Greater Houston and beyond; includes foundations, endowments, corporations, individuals, and other community partnerships
- Manage OSCVA's portfolio of individual donor relationships; cultivate new sources of revenue and support for OSCVA through donor/prospect research; & steward existing partnerships for sustained & increased levels of support
- Manage special events that support OSCVA including strategizing, coordinating, assisting, and engaging positively with special event chairpersons, volunteers, and donors.
- Develop and execute a process for regular, strategic engagement and cultivation of donors through newsletters, Annual Report, personal communications, donor appreciation events, etc.
- Develop and maintain revenue and expense budgets, and communicate actual and expected variances to the Executive Director and the Board of Directors
- Maintain and edit design of marketing materials for fundraising purposes
- Conduct database review, data cleansing and data manipulation to maintain accurate donor information
- Work with the Executive Director, Development Committee and Board to update fundraising strategies, and plan/deliver annual fundraising goals
- As a complement to the Executive Director, provide critical support to all fundraising initiatives,

## Essential and Preferred Personal Attributes, Skills and Experience

- Bachelor's degree
- 5+ Years' Experience in Development or Advancement (preference is with a local non-profit organization); the most recent 3 years in direct fundraising
- Strong leadership, management, and problem-solving skills
- Ability to work in a dynamic and creative environment, while supporting organizational programming efforts as needed
- Excellent communicator; Highly developed interpersonal skills
- Extremely organized, with an ability to manage multiple projects, deadlines, and initiatives simultaneously
- Articulate, professional demeanor with strong self-confidence and initiative
- Working knowledge of Microsoft Office and Trailblazer or other donor management systems
- Experience in the planning and execution of large-scale donor events (500+ people)
- Demonstrated ability and a strong desire to grow in depth and breadth of leadership roles

## Organizational Relationships

- Accountability: Immediately responsible to the Executive Director with additional accountability to the Development Committee Chair for specific objectives
- Constituencies: Board of Directors, Development Committee, charitable foundation trustees, major donors, corporation leadership, stakeholders of various partner entities, OSCVA staff, volunteers, and community friends
- Direct Reports: Anticipated in the not-too-distant future; needs to be ready to manage people as the need/opportunity is presented

**Compensation**

Compensation is competitive and commensurate with experience. Attractive benefits package.

**Applicant review is currently underway and will continue until the candidate has been selected.**

**To nominate or be considered for this position, please email your cover letter & resume to [oranges@orangeshow.org](mailto:oranges@orangeshow.org). All inquiries will be held in confidence.**