

## **DACAMERA** **Director of Institutional Giving**

**Status:** Full-time, exempt  
**Reports To:** General Manager  
**Salary Range:** \$70,000 - \$78,000; commensurate with experience  
**Posted:** July 25, 2022; open until filled

### **OVERVIEW**

DACAMERA, Houston's premiere presenter and producer of chamber music and jazz, is accepting applications from qualified individuals for the position of **Director of Institutional Giving**. This position plays a key role in delivering the organization's mission to inspire individuals and enrich communities through diverse and inventive musical experiences.

### **THE ORGANIZATION**

Since 1987, DACAMERA has presented and produced chamber music and jazz performances of the highest caliber. Led by Artistic Director, pianist Sarah Rothenberg, DACAMERA is nationally recognized for its innovative and dynamic approach to programming. Each season, the world's most celebrated musical artists perform on DACAMERA's mainstage concert series at the Wortham Theater Center, Hobby Center for the Performing Arts, and The Menil Collection. Committed to the belief that an arts organization must play a leading role in the tangible improvement of society through its involvement in the community, DACAMERA also impacts Greater Houston through hundreds of educational and community events each season.

### **THE POSITION**

The primary objective of this position is revenue growth through strategic and comprehensive year-round institutional engagement and stewardship. This position focuses on the acquisition, cultivation, solicitation, and stewardship of institutional donors – including all agencies and organizations that support the organization's funding needs and priorities in the following general areas: chamber music and jazz performance, contemporary music, musician fellowship program (Young Artist Program), arts-integration in public schools and for students with neurological differences (Music Encounters), and free community concerts. The position is an integral part of a dynamic team that supports the presentation of diverse artistic offerings and vibrant community engagement programming throughout Houston.

The Director of Individual Giving supports DACAMERA's annual fundraising efforts in the following ways:

#### **Foundation Giving and Grants Management**

- Conduct research to identify grant resources including, but not limited to, federal, national, state, foundation, agencies, and organizations that support the organization's funding needs.
- Maintain and expand DACAMERA's existing portfolio of foundation grants and increase annual contributions.
- Facilitate all aspects of grant writing and the submission of applications including the preparation of funding abstracts and supplemental materials as well as all subsequent reports required.
- Maintain a monthly tracking system of all grant deadlines, including applications and final reports. Inform appropriate DACAMERA colleagues of pending deadlines with sufficient notice.

**Government Giving**

- Support all aspects of DACAMERA's current government giving portfolio, including National Endowment for the Arts, Texas Commission on the Arts, and HOT Tax funds.
- Research and explore opportunities to expand government giving resources.
- Track quarterly HOT Tax payments and provide reporting on accounting of funds and compliance.

**Corporate Giving**

- Steward current corporate donors/sponsors and ensuring effective activation of sponsorship benefits.
- Develop strategies to broaden fundraising potential in this area.
- Explore opportunities across internal DACAMERA departments and assess needs for corporate sponsorships, underwriting, and in-kind support.
- Solicit corporate Gala table sponsorships in collaboration with Director of Individual Giving.

**QUALIFICATIONS**

The ideal candidate will have 3-5 years of experience in nonprofit development, preferably in a performing arts organization, and has a demonstrated proficiency in obtaining funds from a variety of sources. This individual, who is a self-starter and motivated, will build positive, long-term relationships with donors and prospects alike and is skilled in managing department-wide strategy, operations, and communication efforts. As this position will oversee the preparation of all grant applications, excellent writing skills are required. An ability to work as part of a team and independently as well as a commitment to maintaining confidentiality is essential. The ideal candidate is passionate about DACAMERA's mission and can easily articulate that passion with various stakeholders. This position requires the availability to work a flexible schedule, including some nights and weekends. Familiarity with Tessitura preferred.

**COMPENSATION**

DACAMERA offers a compensation package commensurate to the position's responsibilities and the candidate's experience. Comprehensive benefits include insurance (health, dental, and vision), paid time off, and a generous employer contribution toward a 403(b) retirement plan. Salary range is \$70,000 – \$78,000.

**COMMENCEMENT DATE**

Candidate's earliest availability.

**TO APPLY**

Interested and qualified applicants should submit a cover letter, résumé, and two (2) professional references to:

Brandon Bell, General Manager  
[bbell@dacamera.com](mailto:bbell@dacamera.com)

DACAMERA is an equal opportunity employer.