



**HOUSTON
CHAMBER
CHOIR**

Job Title: Director of Development

Status: Full-time, based in Houston, TX. Hybrid Schedule.

Reports to: Executive Director

Compensation: Commensurate with experience

Benefits: QSEHRA healthcare, three weeks paid vacation, one week paid sick leave, guest passes to concerts, free office parking, paid time off throughout the season, and paid travel opportunities with the Choir.

Summary: The Houston Chamber Choir seeks a Director of Development to help lead the financial growth of the Houston Chamber Choir. This individual will work closely with the Executive Director and members of the Board of Directors in creating and implementing development goals and plans and is the point person for development communication from the Houston Chamber Choir.

Winner of the 2019 Grammy for Best Choral Performance, and recipient of Chorus America's Margaret Hillis Award for Choral Excellence, the Houston Chamber Choir has established itself as one of the premier professional choirs in the United States. It serves Houston through concerts and educational initiatives that enlighten, entertain, and educate people of all ages. Since 1995, the Choir has provided professional choral music to the Greater Houston area, performing for thousands of community members every season.

Specific Duties:

- Write and prepare grants for the Houston Chamber Choir in collaboration with the Executive Director
- Maintain and cultivate our portfolio of donors, corporate sponsors, and community partners; keeping them informed of the Houston Chamber Choir's work and the impact of their contributions to the organization
- Research and secure new funders
- Develop and implement fundraising plans, in consultation with the Executive Director
- Manage all fundraising events and annual appeals
- Manage donor acknowledgements
- Produce all fundraising reports and maintain donor records

- Help ensure that development budgets follow established budgetary guidelines
 - Attend concerts and events on evenings and weekends with the goal of building relationships with donors, patrons, prospects, and sister organizations
 - Perform additional duties as may be assigned by the Houston Chamber Choir
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Minimum Qualifications:

- Bachelor's Degree with a minimum of 3-5 years of experience in nonprofit fundraising. Candidates with a background in music or music business/administration are especially encouraged to apply
- Demonstrated success in an office environment that handles fundraising, donor/corporate interactions, and grant writing
- Demonstrated successful experience writing and editing content for public release, making presentations, and/or negotiating with the media and other related professionals

Knowledge and Skills:

- Outstanding written and verbal communication skills
- Strong organization and time management skills with an excellent attention to detail
- Able to maintain a professional, engaging, and positive attitude
- Team oriented and flexible, able to work effectively with a wide range of individuals and constituencies, but also able to work independently
- Able to think critically and solve problems using good judgment and discretion in handling confidential or sensitive information
- Familiarity with various types of fundraising programs including: annual campaigns, planned giving, and grants
- Proficient in Microsoft Office. Ability to learn other software and database programs
- Interest, knowledge, or willingness to learn about choral music performance and education
- Familiarity with the choral repertoire is a plus

To apply:

Submit a resume (max three pages), cover letter, and two creative work samples (published article, email marketing campaign, press release, donor acknowledgement) via email, to Executive Director Brian Miller (brian@houstonchamberchoir.org); please put "Director of Development Application" in the subject line. No phone calls.