



POSITION SPECIFICATION

SENIOR DIRECTOR OF INSTITUTIONAL GIVING HOUSTON, TEXAS

OUR CLIENT

Founded in 1955, [Houston Grand Opera](#) (HGO) is one of the largest, most innovative, and most highly acclaimed opera companies in the United States. Houston Grand Opera has won a Tony, two Grammy awards, and three Emmy awards and is the only opera company to win all three honors. In addition, HGO was the only American finalist for Opera Company of the Year at the 2019 International Opera Awards.

In fulfilling its mission to advance the operatic art to serve an ever-evolving audience, HGO leads the field in commissioning new works (75 world premieres to date) and in training and nurturing promising young artists and administrators. The company contributes to the cultural enrichment of Houston and the nation through a diverse and innovative program of performances, community events, and education projects that reaches the widest possible public.

HGO's pioneering community engagement initiative, Community & Learning, has served as a model for other arts organizations. We are committed to programs that nurture a love for the arts for new generations, spark conversations, and make opera more accessible to all.

The Mission and Vision of Houston Grand Opera

Houston Grand Opera's mission and vision is to enrich our diverse community through the art of opera by creating, curating, exploring, and producing outstanding experiences centered around the human voice.

The Houston Grand Opera Way

- Excellence
- Discovery
- Resilience
- Community

THE POSITION**SENIOR DIRECTOR OF INSTITUTIONAL GIVING***Houston, Texas*

The Senior Director of Institutional Giving leads HGO's institutional (foundation and government) fundraising efforts by managing a portfolio of key donors, overseeing a three-person team charged with preparing and submitting proposals and reports, and developing a growth strategy, especially relating to new sources of foundation support in the region and nationally.

HGO's foundation and government portfolio currently accounts for approximately 30% of the Philanthropy team's annual fundraising goal. Due to the inclusive, collaborative, community-focused nature of HGO's programming, HGO is focused on attracting support from foundations beyond the Greater Houston area, and those just focused on supporting the performing arts. The company is undergoing a strategic planning process commencing in the 2023-24 season. This includes the development of a comprehensive fundraising initiative, of which institutional giving will be a key element.

The Senior Director of Institutional Giving will work closely with the Foundation Giving Director, Strategic Initiatives Director, and other department leads to develop creative ambitious funding opportunities to advance HGO's mission.

The Senior Director of Institutional Giving will:

- Manage a portfolio of HGO's lead foundation donors, assuming responsibility for those relationships.
- Leverage research and contacts of existing HGO supporters to develop strong relationships with family members and trustees of family foundations.
- Develop unique and creative touchpoints to steward these donors, customize experiences for maximum engagement, report on the impact of their gifts, and solicit for renewed and increased support each season.
- Oversee institutional giving team of:
 - Operations Manager (manages the calendar of proposal deadlines, prepares all attachments and budgets for submission, and tracks submissions and donor recognition benefits)
 - Writer and Data Specialist (writes proposal and report narratives and collaborates with HGO's Business Intelligence team and other departments to collect relevant data to create compelling cases for support)
 - Foundation Giving Director (part-time position - assists with foundation relationship management, prospecting, and collaborating internally to develop compelling projects and cases for support)
- Lead foundation prospecting strategy along with Foundation Giving Director and Researcher.
- Work with Writer and Data Specialist to develop compelling written materials supported by data for use by the entire Philanthropy department.

- Collaborate with Foundation Giving Director, Strategic Initiatives Director, and other department leads to develop creative ambitious funding opportunities to advance HGO's mission.
- Set clear goals and tactics for Institutional Giving team and communicate regular updates to HGO's Executive Leadership Group, the Board of Directors, and the Philanthropy committee.
- Host institutional donors to HGO events and performances and assist with other Philanthropy events as needed.

QUALIFICATIONS

- Seven or more years of experience in foundation grants, fundraising, sales, relationship management, customer or client service, or a related field;
- Must have demonstrated ability to implement and manage projects involving multiple departments;
- Knowledge of opera is not necessary, but passion for the arts is a must;
- Requires proven excellent written and verbal communication skills;
- Requires some night and weekend work around performances and events;
- Bachelor's degree.

PERSONAL CHARACTERISTICS

- Successful candidates will be natural motivators, who encourage and empower others to meet ambitious goals;
- Be a resourceful, proactive, self-starter who can independently solve problems and prioritize key tasks in a fast-paced environment;
- Must be highly organized with strong attention to detail.

CONTACT

JOHN MANN

Managing Director

ALEX & RED

3200 Kirby Drive, Suite 800

Houston, Texas 77098

o 713-333-7010

E jmann@alexandred.com

MIKE DOERING

Associate

ALEX & RED

3200 Kirby Drive, Suite 800

Houston, Texas 77098

D 713-337-6919

E mdoering@alexandred.com