



## WE'RE HIRING!

**Position:** Development Director

**Reports to:** Managing Director

**Direct Reports:** Donor Concierge, Patron Systems and Benefits Manager, Institutional Giving Manager, and Special Events & Corporate Partnership Manager

**Status:** Full-time, Exempt

**Salary:** \$90,000- \$120,000 Paid Time Off, Paid Holidays/Days of Celebration, Matched Retirement Plan, Disability and Life insurance, Health, Dental, and Vision Insurance

The Stages Development Director is responsible for \$3.9 million in annual contributed revenue to the organization (for FY 24), as well as overseeing a team responsible for individual, foundation, government, events and corporate giving. The Development Director provides significant operational oversight, ensuring the effective use of systems to ensure strong donor cultivation, recognition, and stewardship practices. The Development Director also serves as a key organizational ambassador, engaging donors and stakeholders at all stages of the stewardship process. A strategic fundraiser, the Development Director must actively work to diversify current revenue streams and use data and relationship management skills to identify and engage potential donors. The Development Director holds the key responsibility of establishing donor and prospect portfolios that support robust engagement opportunities for the development team, board of directors, and organizational leadership. The Development Director is also a critical frontline fundraiser, managing their own portfolio and supporting the management of portfolios across the organization.

### 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 theater district. We perform year-round with an average of 10 productions and thousands of 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.

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## About you

You are dedicated and results driven with a passion for raising money in support of the organization's mission, values and achieving annual fundraising goals. You are a proven leader that is able to lead a staff of passionate team members, while also working to achieve your own goals and objectives. You are personally dedicated to human centric fundraising, and understand that success in our business is all about the cherished relationships held across many different individuals. Enthusiastic about the opportunity to lead and contribute to Stages' development efforts, you are an innovative thinker who works at a quick pace with a deep commitment to the causes you support. You are a strong project manager, who understands how to lay out a plan to achieve a big vision. You are committed to ethical fundraising practices and dedicated to maintaining the highest standards of integrity for trust between an organization and its supporters. You are also motivated to cultivate and nurturing relationships with key stakeholders, and are a skilled team leader and collaborator. You know Houston's philanthropic scene.

## What you'll do at Stages

- Serve as Stages' chief contributed revenue strategist and frontline fundraiser.
- In a staff of five, the Development Director is the organization's Major Gifts Officer and manages an individual portfolio of donors and prospects with a focus on principal, major, and legacy gifts.
- Align development department activities by creating a comprehensive written annual development plan and calendar with clearly defined goals, objectives, timelines, and assigned responsibilities.
- Monitor revenue and expense budgets; track and present progress through monthly reports.
- Implement strategies to increase annual contributed revenue, including restricted and unrestricted support from individual, government, foundation, event and corporate donors.
- Lead a staff of four and create a supportive, collaborative, productive, and healthy work environment for the team. Set clear strategic goals and performance standards and provide timely, constructive feedback. Support opportunities for professional development in both formal and informal ways.
- Develop a program for securing ongoing capital gifts and legacy giving.
- Manage the day-to-day operations of the development functions to ensure that all administrative and operational aspects of development are executed at a high level of quality and efficiency, including the proper oversight of constituent data and donor records, timely and accurate acknowledgment of gifts, and on-time applications and reporting.
- Act as a primary liaison with Stages' board of directors, providing staff leadership in conjunction with the Managing Director for all Board Committees, as well as serving on committees as needed and providing oversight to all development-related committees and board functions.
- Ensure that fundraising efforts align with organizational goals and values, as well as the Association of Fundraising Professionals' code of ethics and other best practices.

- Ensure that all departmental resources are properly and efficiently allocated, and that prospect research, outreach, solicitation, and stewardship are expertly executed to ensure all fundraising goals and benchmarks are being met.
- Oversee development communications and correspondence. Provide support to grant writing activities.
- Create strategies to expand and diversify Stages' donor base and work closely with other team members to secure funding for Stages' full scope of programs and activities.
- Provide staff leadership to any special campaigns and initiatives, including comprehensive and/or endowment campaigns.
- Serve as a member of the Stages Management Team. Work collaboratively with other departments, principally marketing, to propel the growth of the organization. Be a steward of our values and commitments.
- Uphold the Stages brand, culture, and EDI values in your day-to-day workflow.
- Demonstrate a commitment to equity, diversity, and inclusion through continuous development and participation in EDI initiatives.

### To excel in this job, you'll need

- Proven experience in fundraising with a track record of successful fundraising and deep relationships.
- Either expert knowledge of the Houston philanthropic market, or proven track record of coming into a new city and developing productive philanthropic relationships quickly.
- Proven track record of growing individual giving through relationship based fundraising.
- Strong leadership, team management and project management skills.
- Excellent communication, interpersonal, and fundraising skills.
- Strategic thinking and the ability to set and achieve fundraising target.
- Strong ethical and moral character and a commitment to the organization's mission.
- Availability to work flexible hours, including evenings and weekends, to attend events and meet with donors.
- A passion for the arts.

### It's also great to have

- Creativity and innovation in fundraising strategies.
- Expertise in project management.
- A passion for theatre.

### This is important

Stages is committed to advancing equity, diversity and inclusion. We are committed to 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,

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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—please include an introduction to help us understand who you are and why you’re right for this position (eg: cover letter, email, personal statement, video) as well as anything you think might be helpful to understand your background, experience, and skills. This could include a resume, event materials, writing or other work samples, personal website, LinkedIn profile, etc.

Human Resources

Stages

800 Rosine St.

Houston, Texas 77019

[humanresources@stageshouston.com](mailto:humanresources@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.