

WE'RE HIRING!

Position: Development Associate

Reports to: Director of Development

Direct Reports: None

Indirect Reports: None

Status: Non-Exempt, Full-Time

Compensation and Benefits: \$17.80-\$21.15 an hour, Paid Time Off, Paid Holidays/Days of Celebration, Matched Retirement Plan, Disability and Life Insurance, Health, Dental, and Vision Insurance

The Development Associate provides support to the Development Department on key fundraising and board initiatives. Under the direction of the Director of Development, with guidance from the Patron Systems and Benefits Manager, this individual is responsible for managing gift and acknowledgement processes. The position will also implement the donor stewardship processes and provide support to Stages' season of Opening Night donor events, with a focus on great customer service. The position provides support to the leadership with respect to communications and logistics for Executive Committee, Board meetings and Board Committee Meetings.

What you'll do at Stages

- Provide support for Opening Night events, by managing invitations while working with Operations team to coordinate event details & logistics.
- Manage development operations processes: gift and pledge entry, acknowledgment letters, pledge reminders, other supporting donor and board correspondence, maintain playbill donor listings with guidance as needed by the Patron Systems & Benefits Manager.
- Coordinate donor stewardship activities and work with the Director of Development to shape the donor stewardship program for individual donors/ show sponsors including distribution & management of donor benefits.
- Support the Director of Development's management of Stages' Young Patrons Circle, including coordinating meetings and agendas, managing events.
- Provide support for other development events as needed, including gala, stewardship events and corporate events.
- Provide general support to the development department on various projects throughout the year including, but not limited to, donor meetings, preparation of committee meeting materials, and individual giving campaigns.
- Provide support to the Managing Director with respect to scheduling Board meetings along with tracking RSVPs and preparing agendas and other materials.
- Other duties as assigned.

To excel in this role, you'll need

- A positive, customer-focused approach to work & great interpersonal communication skills.
- Experience juggling concurrent deadlines while maintaining quality.
- Strong entrepreneurial skills, with the ability to work both independently and collaboratively.
- Flexibility to work a varying schedule including days, some evenings and occasional weekends.
- Passion for Stages' work and desire to play a vital role during a transformational period of growth.
- Confidence in a variety of business and social settings, and building relationships with people in a wide range of roles and industries.

- Familiarity with donor databases and proficiency in data manipulation.
- Experience with graphic design, website design or maintenance, or other publishing tools preferred
- Degree in arts administration, business, marketing, communications or English or related area preferred.

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, 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

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.

October 2024