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### Philanthropy Officer

Houston, TX (<http://maps.google.com/maps?q=800+Bagby,+Ste.+200,+Houston,+Houston+TX+USA+77002>) • Development



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#### Job Type

Full-time

#### Description

The Philanthropy Officer is responsible for building and managing a portfolio of donors and prospects to secure philanthropic support in alignment with Theatre Under the Star's mission and strategic priorities. Reporting to the Chief Philanthropy Officer, this role focuses on cultivating and stewarding meaningful relationships and securing major gifts. The ideal candidate is a relationship-driven fundraising professional with strong communication skills, strategic thinking abilities, and a passion for mission-driven work.

#### Key Responsibilities:

##### Major Gifts Fundraising

- Manage a portfolio (125-150) of individual donors and prospects.
- Develop and implement individualized cultivation, solicitation, and stewardship plans.
- Manage Plans and Steps in Tessitura.
- Conduct donor meetings (in person, virtual, and by phone).
- Solicit major gifts and multi-year commitments.
- Meet or exceed annual fundraising revenue targets.

##### Donor Cultivation & Stewardship

- Build long-term relationships with donors and key stakeholders.
- Partner with program staff and leadership to engage donors meaningfully.
- Coordinate donor recognition, impact reporting, and personalized stewardship efforts.
- Ensure accurate and timely acknowledgment of gifts for portfolio donors.

##### Prospect Research & Pipeline Development

- Identify, qualify, and prioritize new donor prospects.
- Maintain an active pipeline of cultivation, solicitation, and stewardship activities.
- Collaborate with development colleagues to strengthen overall donor strategy.

##### Strategy & Collaboration

- Work closely with the Chief Philanthropy Officer to support annual fundraising goals.
- Represent the organization at donor meetings, community events, and networking opportunities.

##### Reporting & Accountability

- Track activity metrics (calls, meetings, proposals, revenue).
- Prepare proposals, briefing materials, and donor reports.
- Provide regular updates on portfolio performance and revenue projections.

#### Requirements

##### Qualifications Required:

- Bachelor's degree
- 3+ years in fundraising with some major gift experience
- Knowledge of fundraising best practices and donor engagement strategies.
- Familiarity with moves management and donor lifecycle strategies.
- Excellent written and verbal communication skills.
- Strong organizational skills and ability to manage multiple priorities.
- Proficiency with donor databases or CRM systems.

#### Salary Description

\$85,000 - \$95,000

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