



SOCIETY FOR THE PERFORMING ARTS
Bringing the World's Best to Houston

Development Manager, Special Events

Mission

To enrich the cultural life in Houston, in an affordable way, by presenting the world's best in multi-discipline performing arts and by delivering the most comprehensive education program of its kind in the city.

Compensation: Salary and benefits competitive; background screen required

Employer: Society for the Performing Arts

Location: 615 Louisiana Street, Suite 100, Houston, Texas 77002

Type: Full Time/Exempt

Categories: Development

Summary: The Development Manager, Special Events will have responsibility for managing signature fundraising events and internal donor events as part of the Development team's efforts to raising approximately \$2 million for Society for the Performing Arts (SPA) each season. Existing events include an annual Gala, a chef-driven food and wine event, a luncheon, 10+ cast parties, pop-up fundraisers, 20+ Green Room receptions, and pre- and post-performance events throughout the SPA season. The ideal candidate will have at least four years of non-profit development experience and a strong track record of achieving or exceeding results, developing relationships, and strong communication skills.

Responsibilities Include (but are not limited to):

1. Events:

- Manage logistics, vendors, collateral, mailings, and look and feel of multiple events in concert with event chairs, when applicable
- Work closely with other Development team members, board members, and event chairs to identify prospects and execute solicitation strategy, including invitations, pledge collection, and gift processing
- Manage budgeting, financial reporting, and evaluation of all aforementioned events
- Assure the Society for the Performing Arts messaging and brand are evident in all events
- Research and solicit in-kind sponsors for event-related goods and services
- Identify new event opportunities and lead the creation of those events
- Coordinate with the Director of Production on technical and venue concerns, as well as artist requests and logistics

2. Individual Giving:

- Manage a portfolio of assigned individual donors
- Create stewardship plans and goals for this portfolio of individuals
- In concert with the Director of Development, identify and cultivate new prospects

3. General administration:

- Participate in strategy and prospecting meetings
- Prepare materials and reports for special events committees, SPA Development Committee, and SPA Board meetings
- Coordinate with the Development Manager, Institutional and Strategic Giving on corporate prospecting, solicitation, and stewardship strategy

Competencies

To succeed in this role, an applicant must have a track record of success in the following areas:

- **Executes to Results:** History of meeting or exceeding goals, ability to parse large projects into achievable sub goals, ability to peer manage a team to meet goals, track and communicate progress, use benchmarks and performance measures
- **Relationship Development:** Ability to initiate and grow internal and external relationships, history of developing transactional relationships into mutually beneficial partnerships
- **Communication:** Strong written and oral communication, ability to persuade and inspire through communication, develop tailored messaging and storytelling that integrates data and emotional appeal
- **Team Collaboration and Leadership:** Ability to work well in a team environment with a variety of staff and stakeholders from different locations and departments, and to motivate a team to reach a common goal.



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Reports to: Director of Development

Key Relationships: SPA President/CEO, SPA Board of Directors, Development Staff, Development Committee, event chairs, key volunteers, major donors, and community partners

Qualifications:

- Bachelor's degree required
- 4+ years' experience in fundraising, event planning, or communications required (non-profit experience preferred)
- Experience using a donor database management system (e.g., Raiser's Edge)
- Strong computer skills, especially in Microsoft Excel; knowledge of Adobe Creative Suite is a plus
- Ability to work scheduled evenings and weekends
- Maintains composure during potentially stressful situations
- Ability to lift 25+ pounds
- Reliable transportation

Time Commitment: Hours: 35 hours per week / M-F 9 a.m. – 5 p.m. plus evenings and weekends

Please email resume and cover letter to Christina Hadden, Executive Assistant/Board Liaison, at chadden@spahouston.org. Please write "Development Manager, Special Events" in the subject line of your email message.



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Mission

Society for the Performing Arts' mission is to enrich the cultural life of Houston, in an affordable way, by presenting the world's best multi-discipline performing arts and artists, and by delivering the most comprehensive education program of its kind in the city.

Society for the Performing Arts believes that the arts are a measure of a civilized society and a catalyst for the enrichment, growth and pleasure for all citizens of that society. Society for the Performing Arts' mandate, therefore, is to create opportunities for the discovery, development and celebration of creative abilities in whatever form they may take.

Employer Information

Founded in 1966, Society for the Performing Arts is the largest independent nonprofit presenting organization in the Southwest. Since its inception, SPA has sponsored more than 1,000 presentations of the world's finest music, dance, theater and multi-disciplinary performances that reflect Houston's ever-changing cultural landscape. In addition to presenting artists, SPA delivers comprehensive education and community engagement programs for children and adults that include master classes, workshops, professional development sessions, artist residencies and demonstration that take place in local schools, colleges, universities and community centers and in partnership with other arts organizations. SPA reaches more than 100,000 audience members and participants in the greater Houston area each year through programming that is relevant, accessible and impactful.

History

Forty years ago, Society for the Performing Arts, a crown jewel in Houston's art community, was born of Houston's need to fill Jones Hall with performances.

Before his death in the mid 1950s, Houston philanthropist and businessman Jesse H. Jones set the wheels in motion to fill Houston's need for a first-class performance hall, establishing the generous Houston Endowment. Armed with the Endowment, Jones' nephew, John T. Jones, Jr., turned his uncle's magnificent dream into a reality. Jones Hall opened with much fanfare and a week-long cultural celebration in October 1966.

From its inception, the spectacular new opera hall was built to house the Houston Symphony and the Houston Grand Opera. However, John T. Jones, Jr. realized that even with a full symphony and opera schedule there would be many nights when Jones Hall would be available for other performances. Hence, Society for the Performing Arts was founded to ensure that Jones Hall would be filled with audiences all year long.

In its first season, Society for the Performing Arts presented the likes of Carol Channing in "Hello Dolly." In the last 50 years, SPA has sponsored more than 1000 performances of the world's finest music, dance and theater events, including the Houston premieres of some of the finest artists of our time.

Today, SPA continues to present internationally acclaimed artists from the entire performing arts spectrum, traditional to avant-garde alike, from large orchestras and dance companies to recitalists and solo performers.