



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

Position: **Senior Development Associate, Institutional Giving**  
Status: Non-exempt, full time position  
Reports to: Director of Development  
Location: Society for the Performing Arts, Houston TX  
Salary: \$40,000-\$45,000, depending on experience  
To Apply: Submit cover letter and resume to [employment@spahouston.org](mailto:employment@spahouston.org)  
Posted: August 11, 2021; open until filled

SPA is an equal opportunity employer – we value diversity. All are encouraged to apply. Strong candidates will work in alignment with SPA's [Mission and Values](#)

The **Senior Development Associate, Institutional Giving** coordinates the institutional giving portfolio for SPA. The position works closely within the development team to identify, research and develop solicitation materials/applications while coordinating recognition and the administration of awards.

#### **Specific Responsibilities:**

- Writes and/or edits institutional materials (e.g., grant proposals and reports, supporting documents, sponsorship brochures, SPA's Annual Report), synthesizing changes from multiple parties simultaneously.
- In collaboration with Director of Development, researches and identifies institutional support opportunities.
- Maintains grant application and report schedule and frequently used attachments.
- Ensures proper recognition and benefits for all institutional supporters, including online listings, performance recognition, marketing materials, ticket distribution, etc., and maintains accurate electronic and paper records.
- In concert with the development team and other departments, creates and executes detailed stewardship and cultivation plans for existing and potential institutional supporters.
- Tracks fundraising activities against stewardship and cultivation plans in Spektrix (CRM software), generating institutional communications and acknowledgements.
- Collaborates with other departments to collect, synthesize and distribute relevant program data.
- Proofreads and provides editorial suggestions for written materials produced by colleagues.
- Participates in the coordination of institutional-related development events, including the Annual Gala and corporate receptions.
- Attends performances and donor stewardship events and participates in valet rotation and green room receptions.
- Other duties as assigned.

#### **Essential Skills/Qualifications:**

- Outstanding written communication skills with demonstrated attention to detail and accuracy.
- A creative, collaborative spirit with a strong desire to embrace opportunity and build sustainable procedures.
- Knowledge of Microsoft Office suite preferred.
- Knowledge of Adobe Creative Suite (specifically InDesign and Acrobat) a plus.
- Ability to work efficiently while prioritizing a variety of tasks and projects simultaneously.
- Knowledge of and experience with Houston's arts communities a plus
- Ability to work evenings and weekends when necessary.
- Bachelor's degree, 3+ years professional nonprofit development experience.

[We've announced our 21/22 Season!](#) There's a lot to look forward to.

Society for the Performing Arts seeks to become a mirror for the cultures and creativity of our city, and a window to the wider world of live performing arts. For 54 years, we've presented remarkable experiences in Houston's theaters and venues. It's a good time to join our team—we're just getting started.

**COVID-19 pandemic:**

The incumbent may be required to work remotely either full-time or in a hybrid fashion until the end of the pandemic. All necessary working tools needed to fulfill the duties and responsibilities of this position will be provided to the employee for this purpose.

**How to Apply:**

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position. Applications will be accepted through email to **employment@spahouston.org**

Potential employees must pass a background check and provide proof of COVID vaccination.

**SPA Provides:**

Excellent benefits package with company-paid medical, dental, disability and life insurance provided to employee after 30-day period. Medical and dental coverage for employee's family members is available through company policies at the employee's expense.

403(B) Plan with employer matching credits beginning after 1 year of service.

Parking in Theater District parking provided by company.