



Director of Development

ABOUT THE POSITION

ROCO is seeking a high energy, self-motivated, and creative candidate for the position of Director of Development. This position reports to the Managing Director and works in collaboration with both the Managing and Artistic Directors to develop and execute strategic annual fund development plans. ROCO is committed to creating a welcoming and inclusive experience for all audience members and reducing barriers that may limit participation; part of this includes keeping ticket prices low and/or free. As such, contributed revenue makes up 90% of our \$1 million+ budget. The Director of Development will manage and, in partnership with the Managing and Artistic Directors, aggressively build a diverse portfolio from individuals, foundation, corporate, and government sources.

ABOUT ROCO

ROCO is a dynamic and innovative professional chamber music ensemble based in Houston, TX that flexes from 1 to 40 players from all over the US and Canada, with guest artists from around the world. Performing intimate concerts in dozens of venues, ROCO's musicians don't just give concerts – they challenge preconceptions, create extraordinary experiences, and foster new relationships with audiences through the language of music.

Expanding the repertoire, ROCO has premiered over 65 commissions from living American composers. ROCO embraces technology, with free worldwide concert livestreams and real-time artist commentary via a smartphone app, as well as on-demand recordings of past concerts via the listening room. A vital part of the community, ROCO concert DVDs are sent to nursing homes and hospitals to bring music to those immobile communities, and its music education/childcare program attracts multigenerational audiences.

Mission

To shape the future of classical music through energizing, personalizing and modernizing the concert experience.

CORE RESPONSIBILITIES include but are not limited to:

Strategic Planning and Fund Management

- Create, implement, and evaluate a diversified annual development plan with clearly defined long- and short-term goals that are both challenging and reasonable.
- Ensure that the organization has a highly functioning, robust system of processes in place for maintaining fundraising collateral, donor record keeping, stewardship, and management of donor relations.
- Develop strategies to leverage ROCO's Board of Directors in key fundraising activities.

Individual Giving

- Solidify pipeline process and grow the pool of prospective fundraising targets.
- Initiate stewardship, renewal, and communication strategies for existing donors.
- Assist Board of Directors and related committees in identifying prospects.
- Lead and manage annual gala fundraiser.

Institutional Giving

- Research and identify grants and funding prospects, including foundation, government, and corporate sources. Prepare all grant proposals and reports.
- Maintain existing and seek out new relationships with grantmaking organizations, locally and nationally.
- Manage and grow corporate sponsorships including solicitation and stewardship in partnership with Director of Marketing & Communications.

Administrative

- Design and ensure strong development operations including all data entry and management of CRM, as well as donor acknowledgements in partnership with Office Manager.
- Serve as the primary point of contact for all donor relations (individuals, foundations, and corporations).
- Manage all development related mailings (annual fund, gala, etc.).
- Support annual and ongoing budgeting/forecasting efforts with Managing Director regarding contributed revenue and fundraising related expense.
- Deliver development report to Board of Directors at board and committee meetings.

Program/Concert Support

- Attend all concerts, public events, and private salons to connect with and steward donors (average 25 – 30 events per year, the concert season typically runs from late September to early May).
- Assist with will call/box office/front of house, as needed.

SKILLS, CHARACTERISTICS, AND QUALIFICATIONS

- Minimum of three to five years of progressively responsible individual *and* institutional fundraising experience.
- Proven success in engaging individual donors, working with board members, and building relationships with foundation staff/board members.
- Grant writing experience is required.
- Experience in managing fundraising events is preferred.
- Prior experience in performing or visual arts and familiarity with classical music is a plus but not required.
- Impeccable written and verbal communication skills.
- Forward thinking, innovative, problem solver with a desire to learn and willingness to experiment with new ideas.
- Comfortable serving as one of the outward “faces” of the organization and occasionally speaking in front of large crowds.
- Able to build rapport and demonstrates a sincere interest in others; able to effectively communicate and relate well with all kinds of people.
- Strong computer skills including, but not limited to:
 - Microsoft Office Suite and Google G Suite, in particular spreadsheet and word processing programs
 - CRM database, experience with Salesforce is a plus
- Physical demands
 - Must be able to sit or stand in a stationary position for up to 75% of the time.
 - Must be able to regularly move about inside office, concert hall/theater, and other unconventional performances spaces to collaborate with colleagues, converse with patrons, and attend events, etc.
 - Must be able to lift 25lbs to set up or tear down office functions and event management.

HOURS AND COMPENSATION

- Full-time, year-round, exempt employee
 - *Must* be available evenings and weekends to meet the demands of a busy performing arts event schedule
- Position is paid on a salary basis (current budget is for \$55,000 - \$60,000 annually)
- Benefits include health insurance, flexible office hours, and a generous paid time off and holiday policy
 - ROCO is dedicated to sustainably and incrementally increasing available benefits for all staff over time

ROCO is a vibrant and growing nonprofit with a small staff. The organizational culture is highly collaborative: the thoughts, ideas, and opinions of all staff members are valued and encouraged. All are invested in pushing ROCO forward and finding new and better ways to serve the Greater Houston community through musical conversation. Staff members may be called upon to perform a variety of tasks, occasionally overlapping with the other staff positions. ROCO is an equal opportunity employer and encourages diversity in the workplace.

Interested candidates are invited to submit a letter of interest/cover letter, resume, and three professional references (email address and phone numbers, please) in confidence to:

jobs@roco.org

Attn: Amy Gibbs, Managing Director

Subject Line: ROCO Director of Development – YOUR NAME

No phone calls please

Applications submitted *without* a letter of interest/cover letter will **NOT** be considered.