



Director of Development

ROCO is seeking a high-energy, self-motivated, and creative candidate for the position of Director of Development. Our ideal person is a visionary leader with exceptional relationship building skills who has a proven track record of success in non-profit fundraising

ROCO: shaping the future of classical music.

We are Houston's deeply local, globally impactful 40-piece professional chamber orchestra with musicians and guest artists from around the globe. Over the past 20 years, ROCO has become one of the most prolific commissioning organizations in the US, reaching 150 world premieres, presented alongside classics and rarely-heard gems. The Donne Foundation's recent global report ranked ROCO as second internationally, after the BBC Symphony, in programming works by women and composers of color. ROCO concerts are multigenerational and multimedia-enhanced experiences, which have been produced in over 75 different venues across Houston. ROCO's debut album, *Visions Take Flight*, was recognized with a GRAMMY® Award for Producer of the Year, Blanton Alspaugh. Alecia Lawyer, ROCO's Founder and Artistic Director, was recently named the 2025 inaugural Texas Classical Musician of the Year.

Every decision at ROCO is viewed through the lens of access, creating a welcoming and inclusive experience for all audience members and reducing barriers that may limit participation. Part of this includes offering Pay-What-You-Wish ticketing for most concerts, as well as free livestreaming and on-demand access to concert recordings, alongside authentic and meaningful audience engagement.

The Director of Development plays a vital role in ensuring we can sustain and deepen our programming, access, and engagement efforts. Contributed revenue makes up 95% of ROCO's \$2.4 million+ budget, approximately 50% of which comes from individual donors. In collaboration with both the Managing and Artistic Directors, you will develop and execute strategic fundraising plans, with a particular focus on individual donors, while supporting efforts with institutional sources.

ROCO has a human-first approach. We are committed to supporting, valuing, and nurturing the people we engage, including patrons, musicians, staff, and beyond. Building relationships is core to our mission, and it is one of the most essential roles of the Director of Development.

What you'll do:

The Director of Development is responsible for the strategic direction, operations, and delivery of ROCO's multi-level fundraising initiatives. You will be responsible for planning, executing, and achieving both long- and short-term contributed income goals for ROCO through the annual fund, donor consortiums, major gifts, and special events. This role cultivates donor relationships, identifies new funding opportunities, and diversifies revenue streams to strengthen ROCO's impact.



Who you'll work with:

- Founder & Artistic Director, Alecia Lawyer, is deeply engaged in individual fundraising. She takes great joy in meeting new people and welcoming them into ROCO's fold. You will provide support to Alecia by researching these potential prospects and collaborating on individualized strategies, engagement, solicitation, and stewardship of donors.
- Managing Director, Amy Gibbs, has a background in grantmaking. She oversees ROCO's institutional fundraising, manages ROCO's contract grantwriter, and stewards relationships with foundation staff. You and Amy will work together on institutional fundraising strategies, pairing the right funder with the right request, and finding new opportunities.
- Operations Manager, Amy Tang, oversees the day-to-day administrative functions of the office and also provides front-line assistance to donors and ticket buyers. Amy supports the development team by processing gifts, managing donor acknowledgments, assisting in the gift renewal process, and coordinating donor event logistics. You and Amy Gibbs will co-manage Amy Tang.

ROCO operates as a team and recognizes how the efforts of one person impact another. You will work in close collaboration with all other members of our 9-person staff, including the marketing, artistic, and programming departments.

You can expect to:

- Serve as a thought partner and the driver of the fundraising strategy for ROCO with the Managing and Artistic Directors and board
- Design and direct all fundraising activities. Create and implement fundraising plans to achieve both short-term and long-term goals, thereby growing contributed revenue streams.
- Personally cultivate, solicit, and steward new, existing, and lapsed donors at varying levels
- Direct the moves management process for major, current, planned, and endowment gifts.
 - Note: Within the next year, ROCO will launch an endowment campaign to establish an opportunity fund. You will be on the ground floor of developing and implementing the strategy.
- Manage a comprehensive Annual Fund program, including appeals and campaigns, with carefully coordinated LYBUNT and SYBUNT outreach
- Develop and pursue targeted strategies to identify new individual or institutional sources of support, especially by activating supporters to open doors to other potential supporters through networked approaches. Maximize the use of technology for donor and prospect identification, qualification, cultivation, solicitation, and stewardship.
- Lead, manage, and raise money for the annual gala fundraiser. Oversee event logistics and personnel, including staff, volunteers, and vendors. Manage timelines, budgets, and project plans; assist with maintaining accurate event records, invitation lists, and RSVP management.



- Provide oversight for all donor relations (cultivation, stewardship, and solicitation), event planning, and donor communications.
- Establish and maintain strong relationships with Board members, donors, prospects, and other relevant stakeholder groups.
- Generate and edit content and strategy for fundraising communications, including print collateral, website, and digital media. Supervise and assign all development-related mailings.
- Attend, actively participate in, and play a leadership role at all concerts, public events, private donor and patron events, and board meetings
- In partnership with the Managing and Artistic Directors and Board leadership, identify and recruit members for the Board of Directors
- Work with the Managing Director, track and project the development department's budget, including both expenses and revenue projections

What you'll bring to the team:

Required Qualifications:

- 5+ years of relevant experience in non-profit fundraising/development, and special events coordination
 - Experience in an arts organization is a plus, but not required
- Direct history leading organizational development activities, or major areas of a large development department, with multiple contributed revenue streams, including experiences that can fuel a generative approach to new fundraising strategies
- Successful track record in direct fundraising, managing campaigns, communications, and stewardship. Knowledgeable about planned giving, major gift fundraising, and event planning.
- Ability to adapt communications, conversations, and relationships to meet the needs and to build trust with a variety of people both within and outside an organization
- Experience building, managing, and adjusting budgets, with an ease and familiar with interpreting financial documents
- A demonstrated capacity to mentor and develop other individuals with their development activities at all levels of the organizational chart
- Strong computer skills including, but not limited to:
 - Microsoft and Google programs
 - CRM database, experience with Salesforce and/or PatronManager is a plus
 - Donor prospecting databases, ROCO uses iWave

Desired Attributes:

- A high degree of initiative, confidence, and energy to set, pursue, and creatively achieve goals.
- Approach your work with integrity, credibility, and a sense of humor
- Exceptional written and verbal communication skills



- Able to build rapport and demonstrate a sincere interest in others, adapt communications, conversations, and relationships to meet the needs and to build trust with a variety of people both within and outside an organization
- Adaptable to a changing and fast-moving team driven work environment
- A background in classical music is not required, but a familiarity and interest in the arts is preferred

Hours & Compensation

- Full-time, year-round, exempt employee
- The position is paid on a salary basis, budgeted for \$90,000
- Comprehensive health, dental, and vision insurance; life insurance; 401k
- Must be available evenings and weekends to meet the demands of a busy performing arts event schedule
 - ROCO averages 20 – 25 events per year, the concert season typically runs from late September to early May
- Flexible hours and a hybrid work-from-home and in-person schedule
 - In-person is *required* for performances, events, and some meetings
 - In-person is *preferred* at least 3-4 days per week
- Exceptionally generous paid time off and holidays

ROCO is a vibrant and growing nonprofit with a small staff living within the organization's core values daily. We are committed to building a team that represents a diverse range of backgrounds, perspectives, and skills, creating an employee experience that encompasses appreciation, belonging, growth, and purpose for everyone. ROCO operates as a team, and the organizational culture is highly collaborative: all members' thoughts, ideas, and opinions are valued and encouraged. All are invested in pushing ROCO forward and finding new and better ways to serve the community through music.

How to apply

Interested candidates are invited to **submit a letter of interest/cover letter and resume** in confidence to:

jobs@roco.org

Attn: Amy Gibbs, Managing Director

Subject Line: ROCO Director of Development – YOUR NAME

No phone calls, please

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