PROJECT ROW HOUSES (PRH)
Development Operations and Stewardship Coordinator

The Development Operations and Stewardship Coordinator is a new, full-time position at Project Row Houses (PRH) reporting to the Director of Development. The candidate will join our team at an exciting moment in our organizational history, as we launch a major growth initiative. PRH is seeking an engaging, enthusiastic, and tactful professional who is energized and excited by contact with the public, eager to learn more about fundraising, and passionate about the intersection of art, social justice, and community engagement.

The Development Operations and Stewardship Coordinator will support Project Row Houses’ mission by overseeing PRH’s annual giving and membership programs and related events, with a focus on member benefits, retention, participation, and audience development. This person will also be responsible for the creation and operation of The Row, Project Row Houses’ next generation membership group. The Coordinator will report to and work in close collaboration with the Development Director to support annual fundraising initiatives.

We are committed to providing a supportive work environment, respecting work-life balance, and developing a plan for professional development that might include promotion at some future point into a more senior role with the organization.

Project Row Houses is a community platform that enriches lives through art with an emphasis on cultural identity and its impact on the urban landscape. We engage neighbors, artists, and enterprises in collective creative action to help materialize sustainable opportunities in marginalized communities.

Project Row Houses occupies a significant footprint in Houston’s Historic Third Ward, one of the city’s oldest African-American neighborhoods. The site encompasses five city blocks and houses 39 structures that serve as home base to a variety of community enriching initiatives, art programs, and neighborhood development activities. PRH programs touch the lives of under resourced neighbors, young single mothers with the ambition of a better life for themselves and their children, small enterprises with the drive to take their businesses to the next level, and artists interested in using their talents to understand and enrich the lives of others. Although PRH’s African-American roots are planted deeply in Third Ward,
the work of PRH extends far beyond the borders of a neighborhood in transition. The Project Row Houses model for art and social engagement applies not only to Houston, but also to diverse communities around the world.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build community among members and supporters to deepen engagement with Project Row Houses.
- Act as a representative of Project Row Houses, developing and cultivating key individuals – internally and externally – who can contribute to the objectives of the position.
- Develop and implement strategies to grow the annual campaign fund and the size of the membership program, and to increase member participation in events and visits to the site.
- Create and operate, with support from the Development Director, The Row, a new affinity group for supporters in their 20s and 30s designed to grow PRH’s membership, volunteer, and supporter base.
- Organize member events focused around PRH’s arts program, such as Round Openings and Closings, to deepen the engagement and the loyalty of PRH members.
- Support the development and executive team’s work with fundraising event logistics.
- Coordinate fundraising and membership drives and renewals with other PRH team members.
- Maintain the fundraising database and donor correspondence, and coordinate acknowledgments, pledge reminders, and receipts with Finance team.
- Coordinate the writing, production, and publication of donor communications including email newsletters, blog posts, and the annual report.
- Other duties that may arise from time to time in support of the fundraising team and the mission.

QUALIFICATIONS:

Education/Experiences: Bachelor’s degree. Strong preference for two to five or more years of experience working in nonprofits, membership organizations,
corporate events, or a related field that the candidate can demonstrate utilized the skills necessary for this position.

- Demonstrated experience in building community and increasing participation in events or activities in a professional, school, or volunteer context.
- Strong organization, project management, and time management skills combined with vision, creativity and an entrepreneurial approach to problem-solving.
- Able to manage a budget and maintain detailed records of invoices, expenses, and event income.
- Attention to detail and follow-through.
- Ability to receive instruction and constructive feedback, and an interest in learning new skills.
- Excellent verbal and written communication skills and the ability to work cooperatively with diverse groups and with a community-based organization.
- Strong leadership qualities to coordinate, direct, and delegate to others.
- Proficiency in MS Office and Salesforce, or similar programs, strongly preferred.
- Willingness to work evenings, weekends, and to adjust hours to accommodate the needs of the job as necessary within reason and with respect for work-life balance.
- Passion for the mission, vision and values of Project Row Houses

PRH strongly encourages people from backgrounds and communities historically underrepresented in the fundraising profession to apply, and note that the ideal applicant might not have a background and experience that matches these qualifications exactly.

**Working Conditions (Travel, Hours, Environment, Etc.)**

This is a full-time, exempt, salaried position, with benefits. The salary will be competitive based on experience and regardless of past salary history.

Some duties will be performed in a traditional office environment; duties may also be conducted in a variety of nontraditional community settings. The position is not likely to require travel outside the greater Houston area. For the duration of the
coronavirus epidemic, staff may be asked or required to work at home, and a work-at-home stipend will be offered. Some evening and weekend work may be required.

For confidential consideration, please submit your cover letter, resume to hr@projectrowhouses.org. No phone calls please. Applicants whose candidacies are being considered will be contacted.

Project Row Houses (PRH) is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.