

## **JOB DESCRIPTION**

**Title:** Development Director: Major Gifts  
**Reports to:** Executive Director  
**Salary Range:** Commensurate with experience and qualifications  
**Date Posted:** January 27, 2017, open until filled

### **Job Summary**

The Development Director for Major Gifts works to secure funds for the organization by retaining and upgrading current donors in their giving and involvement while cultivating and soliciting new major gift prospects. The person in this position will take pride and satisfaction in helping donors fulfill their passions and interests through their giving to Mercury.

### **Key Duties and Responsibilities**

- Identify and manage current and potential major donor relationships.
- Create individual cultivation plans and goals for each relationship based on donor's history, involvement in Mercury and knowledge of donor's interests and capacity.
- Initiate contacts with current and potential major gift donors and develop proposals, ask strategies, and follow-up materials to secure gifts.
- Move donors in an appropriate and timely fashion toward solicitation and closure with the goal of retention and upgrade for current donors.
- Maintain strong stewardship plans with donors to strengthen relationships and connections to Mercury.
- Work collaboratively with entire administrative team. Offer counsel to the Executive Director, Development Director, Artistic Director and Board leadership who are involved in cultivating and managing other prospects. Be a resource for the Development Committee of the Board and offer recommendations for future Board members through donor relationships.
- Play a leadership role in the creation of future multi-year fundraising campaigns to fund special projects and develop a cash reserve and endowment fund.
- Provide monthly reports as required by executive director that accurately reflect activity, performance, and results.
- Perform other fundraising activities as may be required.

## **Qualifications**

The successful candidate will have 5+ years of non-profit fundraising experience, a zeal for building relationships with donors, and a proven track record of results. Candidate must be self-motivated and possess a positive and enthusiastic attitude, outstanding interpersonal and communication skills (oral and written), acute attention to detail, energy, integrity, and the ability to work with a team in a fast-paced, goal-oriented environment. Adhere to the highest ethical standards and convey sensitivity to needs of the donor; demonstrate empathetic disposition, and perseverance. Interest and knowledge of classical music and its audience a plus. Candidate must be willing to travel and able to work weekend and evening hours. Bachelor's degree required. Must be proficient in Word, Excel, Outlook, and donor databases.

## **About Mercury**

Founded in 2000, Mercury has achieved phenomenal growth over the last decade, presenting over fifty performances each season, reaching more than 20,000 audience members a year through its distinctive concert series, community events, school outreach and international touring program. Under the artistic leadership of Antoine Plante, Mercury serves the community by celebrating the power of music, Baroque and beyond, by teaching, sharing and performing with passion, intimacy and excellence. Mercury has an administrative team of five full-time and one part-time employees; its budget currently stands at \$1.5 million with 75% of revenue coming from contributed sources.

## **Application process:**

Interested candidates should submit a letter of application describing interest and qualifications, resume, salary history, and three references via e-mail to Brian Ritter at: [brian@mercuryhouston.org](mailto:brian@mercuryhouston.org). The position offers competitive compensation, benefits, and health insurance.