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Prospect and Stewardship Manager

[Houston, TX](#)

Job Type

Full-time

Description

JOB PURPOSE:

The Prospect and Stewardship Manager is responsible for prospect development across all fundraising areas of Theatre Under The Stars (TUTS). This position supports frontline fundraising activities, aligning donors with TUTS' mission to help generate significant individual support annually. The position will also lead stewardship efforts including creation of individual stewardship plans and development of strategic donor communication and events to maximize philanthropic support.

DUTIES AND RESPONSIBILITIES:

- Utilize Tessitura data and analytics along with research tools to identify and research individuals with major gift capacity
- Manage major gift prospect pipeline and lead bi-monthly meetings with major gift team to track progress and plan next steps
- Maintain prospect data, activity tracking, and reporting within Tessitura
- Create and update donor and prospect profiles
- Maintain Board information for internal use, including accurate tracking of service, giving, recognition, etc. within files and Tessitura
- Create and manage stewardship calendar that identifies and incorporates cross-departmental engagement opportunities
- Lead stewardship strategy for Board members and VIP donors, including individualized stewardship plans
- Ensure high-quality donor experiences that strengthen relationships and support retention, for Board members and VIP donors, including:
 - tracking and fulfillment of donor benefits
 - stewardship communications, touchpoints, and deliverables
- Produce The Observatory, TUTS donor newsletter, and the quarterly Board Digest
- Coordinate with the Associate Director to establish and implement a timely and seamless acknowledgment and receipt process within the Development department, including calendar year receipting
- Manage, maintain, and produce all donor recognition listings, including Playbill
- Attend all major stewardship events and receptions to support Philanthropy Team and be an active participant in performance duty for TUTS productions
- Work with all members of the Philanthropy department on departmental projects, campaigns, tasks, and events
- Work with other departments within TUTS on collaborative projects, including guests for stewardship events, developing collateral, etc.
- Other duties as assigned

QUALIFICATIONS:

- 3-4 years of fundraising experience, preferably in performing arts
- Excellent knowledge of development principles and practices
- Experience in CRMs, Tessitura preferred
- Excellent written, verbal, and interpersonal communication skills
- Effective use of discretion and independent judgment
- Strong strategic, analytical, planning, and problem-solving skills
- Ability to successfully navigate within a dynamic and fast-paced environment.
- Ability to foster and maintain positive relationships with colleagues, volunteers, donors, community partners, and the general public.?
- Excellent skills in Microsoft365 products, including Word, Excel, and Teams.
- Ability and commitment to working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class, and immigrant status.

Salary Description

\$60,000 - \$70,000