



Lubbock Entertainment &  
Performing Arts Association

## **JOB DESCRIPTION**

**POSITION** Director of Annual Giving and Stewardship  
**ORGANIZATION** Lubbock Entertainment and Performing Arts Association (LEPAA)  
**DEPARTMENT** Development  
**REPORTS TO** Chief Development Officer  
**POSITION TYPE** Full Time/Exempt  
**LOCATION** Office/Hybrid

### **Position Summary**

The Director of Annual Giving and Stewardship reports to the Chief Development Officer. The Director of Annual Giving and Stewardship plans annual fund strategies and organizes, implements, and evaluates all annual giving initiatives. This position collaborates closely with the CEO, Chief Development Officer (CDO), Buddy Holly Hall management, and partner organizations including Lubbock Independent School District, Lubbock Symphony Orchestra, and the Lubbock Ballet. Developing effective collaborations and partnerships among our current partners will be an essential component for success. This position assists the CDO and CEO in the strategic development of a comprehensive fundraising plan that integrates with LEPAA's strategic goals. This is an exciting opportunity to make a major impact on the future of the performing arts in Lubbock.

The most qualified applicants will have experience managing annual fund campaigns in a nonprofit setting. Reporting to the Chief Development Officer, the Director of Annual Giving and Stewardship works closely with the CDO, CEO, the Director of Finance, the Development Committee, the Board, Trusted Advisors, BHH staff, and resident partner organizations.

### **Essential Duties and Responsibilities**

#### LEADERSHIP and COLLABORATION

- Work with the CDO to provide counsel on development issues and fundraising strategies
- Participate as an essential member of LEPAA's leadership team
- Assist in translating LEPAA's mission, vision and strategic plans into clear and compelling fundraising messaging and strategy
- Support the CDO and CEO through attendance at meetings of the Board of Directors and its committees as requested
- Serve as a community liaison, promoting LEPAA and BHH and its programs to businesses, arts organizations, donors, and other constituencies in the community
- Be an active member of the community, regional and state arts and culture organizations in pursuit of LEPAA's goals

#### FUNDRAISING and STEWARDSHIP

- Develop and manage plans for the annual fund program, including Friends campaign, special events, corporate sponsorships, fundraising appeals, and personal seat license program

- Develop and maintain gift recognition programs
- Conduct grant seeking, including research, proposal writing, and reporting requirements
- Manage fundraising database. Enter gifts, donor, and prospect data into database
- Manage thank you communications, grant and gift recognition, thank you letters, and tax letters
- Ensure the timely compliance with all grant reporting deadlines and requirements
- Coordinate the creation of solicitation materials to support fundraising activities in collaboration with CDO and Chief Marketing Officer (CMO)
- Implement annual giving appeals through a variety of multi-channel strategies to increase donations and expand the number of constituents supporting LEPA
- Proactively seek new annual giving gifts based on donor interests and LEPA priorities, such as through the Friends of Buddy Holly Hall Annual Fund Campaign, Pick Wall, Personal Seat Licensing Opportunities, special events, education and community initiatives
- Responsible for developing and managing a donor experience program
- Work directly with CDO to develop workflows, strategic processes, and appropriate database use to achieve accurate reporting and donor-centric communication
- Assist in the development of collateral materials and/or social media strategies to support annual giving efforts
- Participate in all aspects of the gift cycle: (1) initiate contacts with potential donors; (2) develop cultivation strategies; (3) moves current and potential donors in an appropriate and timely manner toward solicitation and closure
- Work closely with Buddy Holly Hall to maximize impact from of all aspects of annual giving initiatives and strategies.
- Manage special projects as it relates to donor acquisition, donor cultivation and stewardship including events
- Keep abreast of current best practices in annual giving and evaluate new and emerging trends for potential implementation

#### PLANNING, ASSESSMENT, AND BUDGETING

- Work to assess and update fundraising systems and processes
- Collect, analyze, and interpret annual fund data; create reports; communicate results
- Make recommendations and develop strategies for annual fund initiatives based on data and constituent feedback
- In coordination with the CDO, develop, manage, and monitor the annual campaign budget, as well as any assigned budget responsibilities for specific campaigns, events, special initiatives, or projects
- Generate new ideas, partnerships, and avenues to expand LEPA's annual fundraising opportunities

#### **QUALIFICATIONS:**

##### MINIMUM:

- Bachelor's degree or the equivalent combination of education and experience
- Minimum of 3-5 years of professional fundraising experience in nonprofit settings
- Proven ability to develop and implement a successful Annual Giving program
- Driven, self-starter, skilled in making donor visits and fundraising calls

- Enthusiasm for and commitment to LEPAAs mission
- Collaborative, team-oriented approach
- Ability to formulate strategic plans, develop and implement programs, and evaluate the success of these initiatives
- Ability to collect, analyze and interpret data; create reports; and communicate results and recommendations
- Highly effective communicator
- Excellent writing skills
- Strong analytical and problem-solving skills
- Effective planning and organizational skills
- Broad knowledge and expertise in database technologies, including familiarity with fundraising support systems. Proficiency in fundraising software, Microsoft, Outlook
- Diplomatic, team player, able to take direction, and always communicate with colleagues and constituents courteously and respectfully

**PREFERRED:**

- Interest in and experience with performing arts
- Direct experience with writing grant proposals and or managing the grant process
- Passionate about the performing arts and arts education

**WORK ENVIRONMENT/OTHER**

This is a full-time, exempt position. Applicants must have the ability to commit to a consistent schedule within standard office hours, Monday through Friday. The position is afforded the flexibility to opt into a hybrid work schedule that includes regularly scheduled hours in the Lubbock office along with an approved remote schedule. LEPAAs may alter location work requirements at any time. Occasional evening or weekend hours are required.

Job description is not meant to be all-inclusive. Additional responsibilities may be added at any time by the CDO or CEO.

**COMPENSATION**

The salary range is \$65,000- \$75,000 based on skills and experience.

**ABOUT THE ORGANIZATION**

Lubbock Entertainment and Performing Arts Association, a 501 (c)(3) nonprofit organization, raised funds to design, construct and now operate The Buddy Holly Hall of Performing Arts and Sciences in Lubbock, TX. LEPAAs is dedicated to building community through extraordinary experiences, creative collaboration, and inclusive access to the arts, entertainment and education. Partnerships with Lubbock Independent School District, Ballet Lubbock, Lubbock Symphony Orchestra, The Buddy Holly Educational Foundation, and others allow the organization to ensure arts education remains a priority for students of all ages. We envision a community where every person experiences the transformative power of the arts.

**TO APPLY**

To apply please submit resume and cover letter to: [info@lepaa.org](mailto:info@lepaa.org)

LEPAA is an Equal Opportunity Employer that encourages applications from persons with disabilities and members of underrepresented groups.