



Development & Donor Relations Manager (Contract Position)

Contract Term: January 2026 – September 30, 2026

Schedule: range of 15-25 hours per week, with an anticipated average of 20 hours/week

Hourly Rate: \$65-80/hour, final determination will be based on experience and qualifications

Reports to: Executive Director

OVERVIEW

Art League Houston is an 80-year-old legacy arts organization in the midst of an exciting, transformative chapter powered by a high-performing team and board committed to expanding access to the arts and supporting Houston artists.

As ALH approaches its 80th anniversary in 2028, we are seeking a relationship-driven, frontline fundraising professional who is equally energized by building smart systems that strengthen how we cultivate and steward donors.

The ideal candidate is warm, organized, and deeply passionate about donor engagement and strategy, thriving in a collaborative, fast-moving environment where strong relationships and clear processes work together to drive meaningful investment in ALH's future.

POSITION SUMMARY

Working closely with the Executive Director, this role will proactively engage donors, coordinate relationship-building efforts, manage donor meetings, develop high-quality materials, and collaborate with the Marketing Manager to build ALH's donor communications strategy and implement a new CRM

This role will work closely with the Executive Director to design and expand Art League Houston's development efforts, by proactively engaging donors, coordinating relationship-building efforts, scheduling donor meetings, preparing meeting materials, and collaborating with the Marketing Manager to develop a donor communications plan and implement a new CRM.

KEY RESPONSIBILITIES

Donor Cultivation & Relationship Building

- Develop and execute an annual Donor Engagement Plan focused on cultivation, stewardship, and relationship strengthening.
- Design and manage efforts that deepen connections with current donors and expand the base of donor support, including use of direct mail, personalized letters, email, and digital campaigns.
- Identify opportunities to “warm up” current and lapsed donors by increasing frequency, quality, and intentionality of communication.
- Oversee donor recognition, post-event follow-up, and donor engagement strategies.
- May manage a personal portfolio of donors and prospects.



Strategic Donor Outreach & Scheduling

- Lead outreach to schedule donor meetings and handle preparation and follow-up for the Executive Director, board members, and key staff.
- Oversee the process to ensure staff members are prepared (e.g., briefing notes, background, donor history, talking points) for all donor-facing meetings.
- Provide staff leadership for event host committees, serving as the primary point of contact and coordinating meetings, agendas, and follow-up, as needed.

Donor CRM & Database Management

- Lead the evaluation, selection, onboarding, and implementation of a right-sized CRM for ALH, building out donor management data and establishing repeatable processes for tracking, reminders, reporting, and actionable donor insights in partnership with the Executive Director.
- Maintain accurate, complete, and timely donor records, including interactions, meeting notes, and donor history.
- Generate regular reports to support campaign tracking, fundraising analysis, and board reporting.
- Manage tracking, entry, and timely acknowledgement of gifts.

Donor Communications & Stewardship

- Design and drive ALH's Donor Communications & Stewardship strategy in partnership with the Executive Director and Marketing Manager.
- Build an annual communications calendar and core impact materials, coordinating program stories/photos/updates from staff, and executing a consistent cadence of touchpoints that keeps donors informed, valued, and connected year-round.

Follow ethical principles outlined in the Association of Fundraising Professionals Code of Ethical Principles and Standards of Professional Practice.

Other duties as assigned.

QUALIFICATIONS

- Minimum of five years of experience in development, donor relations, nonprofit fundraising, or related fields.
- Strong interpersonal and relationship-building skills; warm, professional, and donor-centered.
- Experience in arts or culture organizations preferred.
- Excellent writing and communication skills.
- Highly organized, detail-oriented, and able to manage many donor touchpoints simultaneously.
- Ability to represent Art League Houston with professionalism, diplomacy, and confidentiality.
- Comfortable working in a lean, collaborative environment.
- Experience supporting executive leadership a plus.
- Familiarity with donor databases preferred but not required.



Success for this role looks like:

- Wider and deeper donor pool, with more donors actively engaged with the organization.
- Donors report feeling more connected, informed, and invested in ALH's mission and progress, demonstrated through increased giving.
- Increased number of donor meetings, touchpoints, and stewardship communications completed.
- A well-organized, insight-driven picture of donor interests and readiness that strengthens preparation for a future capital campaign.
- A demonstrably stronger donor pipeline—measured by relationships strengthened, not just dollars raised.
- Completion of Donor Engagement and Donor Communications plans.
- Implementation of a new CRM.
- A strengthened donor pipeline and stewardship cadence that supports an expected \$100K–\$150K in new dollars raised for the contract period, with exact targets finalized alongside the Executive Director.

Art League Houston is proud to be an Equal Opportunity Employer and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

This role is classified as a 1099 independent contractor position. The contractor is not an employee of the organization and will be responsible for all taxes, insurance, and benefits associated with independent contractor status.

If you're interested in applying for this position, please send the following to jobs@artleaguehouston.org

- Resume
- Cover letter
- Two–three professional references
- One or two donor communications writing samples
- (Optional) A brief example of a donor engagement or stewardship plan, system, or workflow you have developed