

**POSITION DESCRIPTION:**

**Development and Membership Coordinator  
Job Description—Major Duties**

**Reports to: Executive Director  
Full-time, exempt position**

Houston Center for Photography seeks an energetic individual who has a passion for visual culture and a keen interest in the role of art organizations in society to serve as its Development Coordinator. The person who fills this position must have excellent analytical, research, and writing skills. The Development Coordinator will work closely with the Executive Director and Board of Directors on all forms of contributed income, including government and foundation grants, individual gifts, and membership. They will also assist in the planning and execution of fundraising events and campaigns. As steward of HCP’s donor base, the Development Coordinator should also demonstrate strong interpersonal skills.

This is a full-time, entry-level, salaried position with benefits. Salary will be commensurate with the candidate's prior experience. HCP will offer hands-on training, professional development, and opportunities for advancement for the right candidate.

HCP pays 100% of health insurance costs for their employees as well as matches up to 3% towards a retirement plan. Vacation days are provided for all new employees starting with 17 days and increased time off after two years of employment.

**Essential Duties and Responsibilities**

- Work with the Executive Director and staff to develop and draft grants and proposals to foundations, corporations, and federal and state agencies.
- Polish, proofread, and submit grants to foundations, corporations, and federal and state agencies.
- Collect data, write, and submit grant reports.

**BOARD OF DIRECTORS  
AND OFFICERS**

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*President*  
Tom Flaherty, *Treasurer*  
Joy Simpson,  
*Secretary*  
Patricia Eifel,  
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Mary Magsamen  
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**EXECUTIVE DIRECTOR**

Anne Leighton Massoni



# HOUSTON CENTER FOR PHOTOGRAPHY

1441 West Alabama  
Houston, Texas 77006  
(713) 529-4755  
[hcponline.org](http://hcponline.org)

- Maintain up-to-date, accurate records and ensure all donations are accurately entered into electronic databases.
- Ensure that all donor outreach and follow-up are conducted in a timely and efficient manner.
- Work with the Executive Director and Director of Operations to ensure membership goals and numbers are met or exceeded. Steward the HCP membership base.
- Schedule and manage regular member events with staff.
- Prepare materials for Development Committee meetings, attend meetings, and manage follow-up activities.
- Support the organization with donor development events and attend the annual Print Auction.
- Some evening and weekend work will be required.

## **Qualifications**

- BA or equivalent experience required; an advanced degree in studio art, arts administration, art history, or related field /certification is a plus.
- Excellent writing, editing, analytical, and research skills.
- Passion for visual arts and visual culture is essential; knowledge of photography is desirable.
- Comfort with spreadsheets and an ability to manage project and organizational budgets; experience with donor management software.
- Adobe Suite (Photoshop, InDesign, Premiere) is a plus.
- Proven ability to meet multiple deadlines, prioritize, and communicate effectively with various stakeholders, including staff, Board, and donors.
- Discretion, diplomacy, and sound judgment.
- Experience with grant and proposal development and writing.
- Experience in development with non-profit organizations, ideally in the arts, is preferred.
- Knowledge of Houston philanthropic culture is a plus.
- Event planning experience.

If you do not meet all the qualifications/criteria for this position but feel you would be a good fit for our team, do not hesitate to apply; we welcome the opportunity to discuss qualifications.

For interested applicants, please submit your resume, cover letter, the contact information for three references, and an example of your writing (preferable grant writing) to: [search@hcponline.org](mailto:search@hcponline.org) Subject line: Development and Membership Coordinator. Applications received before July 22, 2023, will be prioritized; we will accept applications until the position is filled.

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