

# HoustonGrandOpera



**Job Title:** Manager, Governance  
**Department:** Development  
**Reports to:** Senior Director of Development  
**Classification:** Full-time, Exempt  
**Date:** June, 2010

**SUMMARY:** The Governance Manager administers all aspects of Houston Grand Opera's governance processes, including regular interaction with Board of Directors, Trustees, Endowment Board, Committees and Task Forces, and Houston Grand Opera senior management.

## **DUTIES AND RESPONSIBILITIES:**

- Ensures the scheduling and preparation for all Board, Trustee, Committee, and Task Force meetings. Preparation for meetings will include drafting and distributing meeting notices, drafting and obtaining approval for agendas, and timely compilation and distribution of meeting materials, and all meeting logistical arrangements.
- Creates and maintains a calendar that facilitates timely communication to Board members and Trustees, and timely distribution of meeting materials.
- Serves as recorder of minutes for all Board, Trustee, Committee, and Task Force meetings. Prepares timely transcription of meeting minutes and circulates to appropriate senior management, and Board, Trustee, Committee, and Task Force members, for necessary approvals. Maintains and archives corporate records.
- Creates routine and ad hoc reports for Board, Trustee, Committee, Task Force members, and senior management. Prepares the scripts or discussion or talking points for Board, Trustee, Committee, and Task Force meetings.
- Serves as a member of the Communications team in the creation, design, preparation, and distribution of Board, Trustee, Committee, and Task Force communications, newsletters, and publications
- Performs follow-up contact for all Board, Trustee, Committee, and Task Force members regarding upcoming meetings and events. Creates and maintains RSVP structure for Board, Trustee, Committee, and Task Force meetings and events. Communicates meeting attendance timely to senior management, and volunteer leadership.
- Serves as administrative support for Chairman of the Board of Directors and General Director in drafting and preparing correspondence and communication for the Board and Trustees

- Serves as liaison with Board of Directors General Counsel on governance bylaws and policy recommendations, and timely distributes those recommendations to the appropriate constituencies
- Assist with Board, Trustee, and Committee recruitment, development, and orientation. Create, design and prepare materials that support these functions.
- Annually organize and prepare Board/Trustee pictorial directory.
- Develop and maintain website presence for Board of Directors and Trustees
- Implement an annual stewardship plan, with particular emphasis on gifts by Board and Trustee members
- Manage volunteer activities of Board, Trustee, Committee and Task Force members to ensure their ongoing engagement with Houston Grand Opera
- Provide administrative support to the Senior Director of Development, as requested.

**QUALIFICATIONS:**

College degree required; 5+ years of progressively more responsible experience in administrative roles including work that requires managing multiple priorities for different constituencies, meeting deadlines, and comprehensive meeting planning. Demonstrated ability to organize large-scale, detailed projects. Excellent and demonstrated writing skills. Computer literacy in Word, Excel, and PowerPoint, with some experience in database management. Must be available for some evening and weekend work.

**SPECIAL JOB CHARACTERISTICS:**

Excellent interpersonal skills, including the ability to motivate others to action. Superior judgment and discretion. Attention to protocol.

**Please direct inquiries and forward a cover letter and resume to: Human Resources, Houston Grand Opera, 510 Preston Street, Suite 540, Houston, Texas 77002. FAX (713) 225-2574.**

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