

# HOUSTON ARBORETUM & NATURE CENTER

## Advancement Director Job Description

**Reports To:** Executive Director

**Employment Status:** Full-time

### About the Arboretum

Located on the western edge of Memorial Park in Houston, Texas, the Houston Arboretum & Nature Center (the Arboretum) is a 155-acre nature sanctuary and center for nature education. The mission of the Houston Arboretum & Nature Center is to provide education about the natural environment to people of all ages and to protect and enhance the Arboretum as a haven and as a sanctuary for native plants and animals. The Arboretum proudly provides services to nearly 600,000 visitors annually, including many school-age students who participate in educational programming. The organization recently completed a strategic plan and will spend the next several years implementing priorities to improve access, expand educational opportunities, and create a long-term plan for sustainability and growth.

### Position Summary

The Arboretum's Advancement Director will lead, plan, and manage the day-to-day operations of the organization's development department and major gift support for the organization's fundraising priorities. The ideal candidate has extensive fundraising skills and experience in creating and leading fundraising strategies, campaigns and initiatives at all donor levels. The candidate should have established relationships and demonstrated an ability to build new relationships while securing individual, foundation, and corporate gifts. The Advancement Director works closely with the Arboretum's education and conservation staff, as well as its Board of Directors, to identify, solicit, and steward gifts in support of the organization's mission and strategic goals. The Advancement Director supervises a small team consisting of administrative, special events, and marketing functions.

### Specific Responsibilities:

- As a member of the senior leadership team, the Advancement Director will work closely with the Executive Director and the Board of Directors to identify and build relationships with a network of potential major funders including individuals, foundations, corporations and government entities. Additionally, will work with Chair(s) of the Board's Development and Marketing Committee to coordinate scheduling of regular meetings and provide updated information as requested.
- Develop and implement all long- and short-range strategic development plans to diversify the organization's funding base and support its mission, long-term goals, fiscal health and potential expansions.
- Oversee and work with the Arboretum's marketing and membership staff to support continued stakeholder involvement, increased visitor satisfaction, audience diversity and membership growth.
- Cultivate strong relationships with grant administrators and/or their board members via face-to-face meetings with key contacts.
- Closely monitor grant deadlines, submitting proposals and reports in line with funder timelines.
- Keep up-to-date, accurate records in an electronic database and work closely with accountant and administrative management to ensure that all donations are accurately entered into accounting system and fundraising database.
- Ensure that all donor outreach and follow-up is conducted in a timely and efficient manner.
- Work collaboratively with other staff members to increase knowledge, reputation and appreciation of the Arboretum.

- Prepare an annual development plan corresponding with budget that outlines revenue and expenses; monitor progress against goals and produce monthly reports to be shared with the Board's Executive Committee.
- Oversee fundraising events including the annual Alfresco Gala, supervising Special Events Manager and engaging with event chairs and vendors as necessary.
- Responsible for the Arboretum's Annual Fund campaign.
- Manage tribute giving programs, working with other team members as necessary to ensure donor's wishes are fulfilled.

#### **Education and Experience:**

- Bachelor's degree required. Master's degree or advanced professional certification in a related field is desired.
- 7 or more years of experience working in a fundraising capacity, preferably but not necessarily in a nonprofit with an environmental and/or education orientation.
- Two or more years of supervisory or managerial experience.
- Strong familiarity and experience with a broad spectrum of giving strategies and campaigns including planned and tribute giving, grant writing, annual campaigns, capital campaigns, direct mail solicitations and individual donor cultivation.

#### **Personal Attributes:**

- Ability to lead, in thought and actions, across the stakeholder spectrum and cultivate relationships with individuals, foundations, corporate donors and government.
- A passion for the mission of the Arboretum; highly collaborative.
- Outstanding verbal and written communications skills.
- Strong organizational skills.
- Must be able to take responsibility for projects, meet frequent deadlines and set priorities with minimum supervision.
- Ability to work occasional nights and weekends as needed for fundraising and stewardship events.

#### **Compensation:**

- Salary commensurate with experience: \$95,000 - \$110,000
- Healthcare premium 100% paid for employee
- 401(k) and company match
- HSA/FSA options
- Generous paid time off

#### **How to Apply**

- Please send resume and cover letter to Debbie Markey, Executive Director, at [dmarkey@houstonarboretum.org](mailto:dmarkey@houstonarboretum.org).