DEVELOPMENT COORDINATOR

Description

Houston Parks Board's (HPB) mission is to expand, improve, and protect parks and greenspace in the Houston region. Since 1976, the 501(c)(3) not-for-profit organization has utilized public-private partnerships and its extensive philanthropic, government, and community relationships to create an interconnected network of parks, trails, and greenspace for a more resilient and equitable Houston region.

For 50 years, Houston Parks Board has partnered with the government and philanthropic leaders to expand, improve, and steward Houston's park system. Over the last decade, Bayou Greenways created the nation's largest connected urban trail network, investing more than $250 million and adding over 150 miles of trails and greenspaces that now connect neighborhoods, improve mobility, strengthen resilience, and serve nearly four million users annually.

Building on this trajectory, Houston Parks Board has embarked on an ambitious strategic plan. The plan calls for expanding beyond our current greenways to strengthen connectivity, reimagining 25 neighborhood parks, creating world-class regional destinations, and ensuring Houston's park system continues to meet the needs of one of America's fastest growing and most diverse cities. To achieve these goals, Houston Parks Board will need to raise its profile, ensure our communities prioritize investments in greenspace and convene partners to amplify our collective voices.

More information on Houston Parks Board and its initiatives is available at: www.houstonparksboard.org.

POSITION OVERVIEW:

The Development Coordinator is a key member of Houston Parks Board's Development team responsible for supporting the development, writing, coordination, administration, and reporting of institutional fundraising initiatives across the department, including foundation and corporate grants.

Reporting to the Director of Institutional Giving, this position plays a critical role in ensuring Houston Parks Board's institutional fundraising efforts are well managed and executed with excellence. This individual will help develop compelling proposals and reports, manage a complex calendar of submissions and reporting requirements, coordinate information and approvals across departments, maintain accurate department-wide records, and ensure that all grant deliverables and requirements are met.

The ideal candidate is an exceptional writer and highly organized nonprofit professional who enjoys supporting a variety of fundraising initiatives, managing details, coordinating multiple workstreams, and bringing complex information together into clear, compelling materials to advance organizational priorities. This person should be equally comfortable drafting a thoughtful two-page letter of inquiry; managing a multi-department proposal development process; ensuring that a final report is

submitted accurately and on time; and working with finance and program staff to accurately reflect project plans, budgets, funding requirements, and expected outcomes.

Essential Duties and Responsibilities

Grant Writing, Proposal, and Content Development

- Help write and edit high-quality letters of inquiry, proposals, applications, concept papers, renewal requests, interim reports, final reports, and other institutional fundraising materials.
- Translate complex programs, projects, organizational priorities, data, outcomes, and community impact into clear and compelling funder-focused narratives.
- Develop proposal narratives and supporting materials in response to funder guidelines, requests for proposals, and other funding opportunities.
- Coordinate the development of proposals from initial assignment through submission, including developing timelines, gathering information, drafting materials, coordinating reviews, and ensuring timely submission.
- Work with Program and Finance staff to incorporate accurate program information, outcomes, budgets, and financial data into proposals and reports.
- Ensure that proposals and reports are accurate, complete, compelling, consistent with organizational messaging, and responsive to funder requirements.
- Maintain and help develop reusable, up-to-date proposal content, organizational information, program descriptions, statistics, outcomes, and other materials needed for department-wide use.
- Support the department in preparing materials for strategic and major institutional funding opportunities.
- Utilize Canva to design visually engaging supporting materials, including impact and program summaries, infographics, one-pagers, and annual report visuals.

Grant Management and Administration

- Manage a comprehensive grant calendar that tracks proposal deadlines, reporting requirements, renewal opportunities, grant periods, deliverables, and other funder obligations.
- Maintain accurate and organized grant records across shared department files and CRM, including proposals, budgets, grant agreements, reports, correspondence, supporting documentation, and other records.
- Monitor grant requirements and proactively communicate upcoming deadlines, deliverables, and information needs to internal stakeholders.
- Coordinate with Finance and Program staff to monitor grant budgets, expenditures, outcomes, and other reporting requirements.
- Monitor grant restrictions and publicity and recognition requirements, coordinating with Finance, Program, and Communication staff to ensure compliance with award terms and that proposals, reports, and related communications accurately reflect the approved purpose and requirements of each grant.

- Coordinate preparation and submission of interim and final reports, including gathering programmatic and financial information and ensuring all required attachments are complete.
- Assist with grant agreements, amendments, renewals, and other administrative requirements.
- Identify opportunities to improve grant-management systems, workflows, templates, fundraising content resources, and internal processes.

Internal Coordination

- Serve as the primary internal coordinator for assigned grant submissions and reports, ensuring that information is gathered from the appropriate staff and delivered according to established timelines.
- Build strong working relationships with Program, Finance, Communications, and Development colleagues.
- Develop a thorough understanding of Houston Parks Board's programs, projects, strategic priorities, and impact to produce accurate and compelling funding materials across the department.
- Establish clear timelines and responsibilities for each proposal and reporting process and follow up consistently to keep projects on schedule.
- Help ensure that institutional fundraising information is accurate, current, and readily accessible to the Development team.
- Support the Director of Institutional Giving and other Development staff with special projects related to fundraising.

Funder Research and Support

- Help conduct research on foundations and corporate giving opportunities at the direction of the Director of Institutional Giving.
- Monitor grant opportunities, funding announcements, requests for proposals, and changes in funder priorities.

Requirements

Required

- Bachelor's degree in English, Communications, Journalism, Nonprofit Management, Public Administration, or a related field, or equivalent professional experience.
- 1-3 years of professional experience in fundraising, grant writing, grant management, or a closely related field.
- Demonstrated experience supporting successful grant proposals for nonprofit organizations.
- Exceptional writing, editing, proofreading, and verbal communication skills.
- Demonstrated ability to manage multiple deadlines and projects simultaneously.

- Strong organizational skills.
- Exceptional attention to detail and commitment to accuracy.
- Ability to gather, synthesize, and interpret information from multiple sources, translate it into clear written materials, and recognize and adapt to different styles and voices.
- Ability to work independently, prioritize effectively, and follow projects through to completion.
- Strong interpersonal skills and ability to collaborate effectively with colleagues across departments.
- Proficiency with Microsoft Office, particularly Word and Excel.

Preferred

- Experience supporting the management of foundation and corporate grants.
- Experience with grant reporting.
- Experience with Canva and PowerPoint.
- Familiarity with nonprofit financial statements, budgets, and restricted funding.
- Experience using a donor CRM or grant-management system; familiarity with Raiser's Edge is a plus.
- Knowledge of Houston's philanthropic community.
- Interest in parks, trails, conservation, environmental sustainability, community development, or related issues.

Compensation and Benefits

This is a non-exempt role with annualized compensation of $55,000 - 65,000, based on experience. HPB provides an excellent benefits package including medical, dental, vision, and life insurance, and a 403b retirement plan. This is a hybrid position, with time in the office weekly.

To apply, please visit: https://recruiting.paylocity.com/recruiting/jobs/Details/4670701/Houston-Parks-Board/Development-Coordinator