



Buffalo Bayou Partnership

Position Announcement:

Membership and Special Events Manager

Reports to: Vice President of Development

Classification: Full-time, Exempt

Buffalo Bayou Partnership

Established in 1986, Buffalo Bayou Partnership (BBP) creates and stewards welcoming parks, trails, and unique spaces, connecting Houstonians with the city's most significant natural waterway. The non-profit organization's geographic focus is the 10-mile stretch of the bayou that flows from Shepherd Drive, through the heart of downtown, into the East End, and on to the Port of Houston Turning Basin. BBP spearheads award-winning projects such as Buffalo Bayou Park; constructs hike and bike trails; removes trash from the waterway; and engages tens of thousands of visitors each year through programming, public art, volunteer events, and recreational opportunities.

Position Summary

The Membership and Special Events Manager will develop and implement the organization's strategic fundraising plan priorities of membership and fundraising events to support BBP's general operations.

Duties and Responsibilities

- Responsible for all aspects of BBP's membership program including the young professionals group (The Currents) and the Patrons (upper-level members). Duties include but are not limited to:
 - Develop annual calendar of member perks/benefits
 - Devise and implement campaigns to recruit/retain members
 - Plan and execute members-only and recruitment events
 - Ensure fulfillment of membership benefits
 - Manage member communications and work in collaboration with Marketing and Communications Department on promotion
 - Oversee online forms, membership entries into donor database, reconciliation with Finance Department, acknowledgment of membership contributions, and progress reports
- Oversee the planning and execution of BBP's fundraising events, including the annual gala. Duties included but are not limited to:
 - Work with Vice President of Development to set event revenue goals, budgets, dates, and chairpersons
 - Coordinate all aspects of fundraising for the events, including table/ticket sales, sponsorships, in-kind donations, etc...
 - Manage the creation of all event-related materials, both print and electronic, in coordination with the Marketing and Communications Department. This includes save-the-dates, invitations, programs, scripts, and more.
 - Coordinate all event logistics including catering, rentals, décor, entertainment, A/V, valet, and security
 - Manage event budgets, vendor procurement, and contract negotiation
 - Oversee event contributions into donor database, reconciliation with Finance Department, tracking of pledges and pledge reminders, acknowledgment of event contributions, and progress reports

- Manage the fundraising/sponsorship solicitations for KBR Kids Day (October) and the Buffalo Bayou Partnership Regatta (March) and work in coordination with the Director of Programming to ensure fulfillment of sponsor benefits.
- Act as first point of contact for all third-party event fundraisers and to offer support where needed.
- Assist the Vice President of Development with additional cultivation and fundraising events.
- Represent BBP at various meetings, outreach events, and speaking engagements.
- Assist the Vice President of Development with other special projects as necessary.

Qualifications

- Bachelor's degree, preferably with emphasis in non-profit management, business, communications, public relations, journalism, or English
- Five years of relevant work experience in fundraising, membership program development, special event coordination, and/or non-profit management
- Proven track record in developing successful fundraising events and/or programs
- Excellent written and oral communication skills and interpersonal skills
- Extremely detail oriented with demonstrated organizational and task management abilities
- Ability to work independently and take initiative
- Sound judgement in decision-making and exceptional boundaries related to confidential information
- Competency in organizing special events, community relations, and budget development/management
- Ability to represent BBP with a high level of integrity and professionalism
- Team player who can interface with all levels of staff, volunteers, and community members
- Knowledge of eTapestry or similar donor-management web-based and/or software system
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook, and Adobe
- Ability to work occasional evenings and weekends as needed

Salary and Benefits

Buffalo Bayou Partnership offers a competitive salary and excellent benefits. Salary range is \$50,000. BBP is an Equal Opportunity Employer.

To Apply:

Please submit resume and cover letter to

jobs@buffalobayou.org

Subject Line: Membership and Special Events Manager

No phone calls, please.