



# DEVELOPMENT DIRECTOR

Job Posting – April 2024

Houston Audubon seeks an experienced and strategic fundraising professional to join the leadership team and oversee the day-to-day development operations that support and advance the mission of Houston Audubon.

## Position Overview

The successful candidate will plan and oversee the execution of major fundraising events; manage a portfolio of individual, corporations, and foundations; write and submit grants, develop relationships with members and donors; and work collaboratively with staff and Board of Directors. The position reports to the President & CEO and oversees 1-2 staff positions. The organization’s annual budget is between \$1.8 to \$2 million depending on special projects planned for the year.

## About Houston Audubon

Houston Audubon is a leading regional nonprofit and accredited land trust focused on protecting the natural environment for birds and people in the Houston Gulf Coast area. Our commitment to excellence in land conservation, environmental education, community engagement, and science is foundational to advancing the conservation of birds and their habitats and improving our community for people and other wildlife. We own and manage more than 4,100 acres of habitat, including 17 nature sanctuaries that serve as community assets, venues for quality education and recreation experiences, and collaborative research opportunities.

<b>Annual Salary</b>	<b>\$85,000-\$95,000 DOQ</b>
<b>Hours per Week</b>	40
<b>Workplace</b>	HAS Headquarters: 440 Wilchester Blvd, Houston, TX 77079
<b>Flexible Work Hours</b>	Yes
<b>Remote Work Options</b>	Yes-2 days remote after first 90 days of employment
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Medical Insurance: 75% of premiums for medical and dental plans</li> <li>• Life Insurance</li> <li>• 401(k) up to 3.5% match</li> <li>• Competitive vacation and sick leave</li> </ul>
<b>Position Reports To:</b>	President & CEO

## Essential Duties and Responsibilities:

Provide strategic leadership and support to fundraising efforts and oversee the day-to-day operations of fundraising development including oversight of the administration, programs, and fundraising activities of the organization.

- Oversee and support Houston Audubon’s annual major fundraising events(Avian Affair fundraising dinner, Birdathon and Evening on the Canopy) working in coordination with

the Senior Development Associate --including budget development, vendor contracts, underwriting solicitation, and leadership recruitment

- Plan and oversee donor-related cultivation and stewardship events throughout the year
- Cultivate, solicit, and steward a portfolio of individuals, corporations, and foundations-- both existing supporters and new funding sources
- Work with the President & CEO and senior leadership to understand program goals, develop funding priorities, develop specific requests as opportunities become available, and write compelling grant proposals tailored to those opportunities
- Manage corporate partner program
- Provide strategic direction and short- and long-range planning in the context of growing annual giving
- Develop and oversee year-end and other major fundraising appeals throughout the year
- Provide leadership, management, support, and mentorship to a team of 1-2 skilled and dedicated staff
- Represent Houston Audubon in the community and be comfortable discussing Houston Audubon's mission pillars with a variety of audiences
- Participate in relevant board meetings and committees; collaborate with the President & CEO and Controller to develop an annual development plan corresponding with a budget that outlines revenue and expenses; monitor progress against goals and produce monthly reports to be shared with the Board of Directors

**Qualifications and Experience:**

- Bachelor's degree with significant leadership experience in nonprofit development and fundraising
- Proven track record of success in developing and implementing impactful fundraising strategies including giving campaigns, grant proposals, corporate philanthropy programs, grant writing, event planning, and direct mail solicitations
- Proven track record of securing gifts in the \$25,000-\$250,000 range
- Experience and knowledge of corporate philanthropy programs and foundations in the Greater Houston region
- Experience building and maintaining long-term relationships with fundraising constituents
- Awareness of the philanthropic landscape in the Greater Houston region
- Experience and proficiency in working with donor database management systems
- Demonstrated ability to meet deadlines; adapt to change in a fast-paced work environment; and give attention to detail while working on multiple projects
- Ability to think creatively, analytically, and take initiative
- Strong administrative, organizational, and time management skills
- Proficiency in Microsoft Office Suite, particularly Word (mail merge and appropriate letter formats), Excel, and Outlook
- Awareness of working in a culture of philanthropy
- Ability to work in a team and coordinate with different departments

**How to apply:**

To apply, send a cover letter explaining your interest in this position along with a resume via email to Aimee Friend: [afriend@houstonaudubon.org](mailto:afriend@houstonaudubon.org)

Houston Audubon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We are committed to fostering and nurturing an organizational culture of equity, diversity, and inclusion within our workplace and sanctuaries, and in our work in the community. We believe that the rich blend of ideas, perspectives, and viewpoints that come with diversity are essential to our long-term success. Our values and actions reflect our commitment to diversity and inclusion of all as reflected in our hiring practices, team interaction, and outreach and engagement at large.