



# MEMORIAL PARK CONSERVANCY

## About Memorial Park Conservancy

At nearly 1,500 acres and with 4 million visitors from 170 regional zip codes, Memorial Park is Houston's largest urban park. Memorial Park holds a special place in Houstonians' hearts and is significant nationally because of its size, composition and cultural history. Memorial Park Conservancy is private, nonprofit organization that operates and manages Memorial Park on behalf of the City of Houston. The Conservancy strives to provide a transformative visitor experience through delivery of the award-winning 2015 Memorial Park Master Plan and managing the Park to become one of the world's most recognized urban wilderness and recreational parks. Between now and 2028, the Conservancy and our partners will deliver over \$200 million of capital improvements and ecological restoration. This plan is known as Memorial Park's Ten-Year Plan. We are proud to have won a "Best and Brightest" employer award in 2019. Compared to other Houston businesses and organizations, the Conservancy was distinguished by high scores in communication and shared vision, diversity and inclusion, employee achievement and recognition, and work-life balance. Our organization is strengthened when our staff, board members, partners and volunteers bring their unique voices and perspectives to their work for the Park each day.

The Development Associate plays an important role in helping the Conservancy deliver these goals to Houston.

**Position:** Development Associate

**Reports to:** Director of Development

**Overview:** We invite you to join our growing and vibrant team as the Development Associate! MPC is seeking a Development Associate to join our dynamic, collaborative Development team. This position will support all aspects of the Development department, including gift and membership entry and acknowledgement, as well as support the annual fund, major gifts, donor relations, development special events and other administrative tasks. The person in this role has a good understanding of philanthropy and fundraising and is a strategic thinker and problem solver.

## Responsibilities

- General support for the MPC Development department.
- Manage all aspects of donor database, including database maintenance, updates, and clean-up to improve data integrity and database performance.
- Research ways to improve efficiencies for current data management processes.
- Provide weekly status reports on donations and special events and reconcile database information with Finance department.
- Assist in providing documentation for annual audit.
- Accept, process and document gifts via cash, check, credit card, stock and wire transfer, and create and send acknowledgement within 48 hours and in compliance with IRS requirements.
- Screen incoming gift materials for biographical updates to be made in donor database.
- Assist the Stewardship & Relationship Management Specialist in producing regular reports to inform and support donor pipelines for individual fundraiser portfolios.
- Develop online donation forms and continually monitor all giving portals.
- Produce weekly financial reports for team meetings
- Produce financial reports upon request for MPC Senior Leadership, Board and Committee meetings
- Generate invoices and pledge reminders.
- Proactively stay abreast of donor database updates and capabilities, train additional development staff on use and implementation.
- Research, compile, and synthesize biographical and financial information on individual and organization entities; analyze and interpret information to produce profiles and other background information.
- Respond to donor and staff inquiries in a timely manner.

- Assist with special events as needed, tracking income and sponsor recognition, implementation, execution and wrap-up.
- Work with Director of Development to update gift acknowledgement messaging to align with current projects and priorities.
- Provide support to committee/board and team meetings, including document creation, donor research and donor prep.
- Assist and support all Development department activities and perform other duties as assigned.

#### **Skills and Qualifications:**

- Demonstrated flexibility, self-motivation, attention to detail, and organization, as well as a proven record of successfully managing multiple tasks and meeting deadlines
- Entrepreneurial, creative and innovative
- A team player, willing to take on whatever tasks are needed to reach a goal
- Embraces and models the collaborative, positive culture that is the hallmark of MPC. Able to thrive and learn in a fast-paced environment and adjust to changing organizational priorities
- Bilingual non-English skills are helpful but not a requirement.

#### **Requirements**

- Bachelor's Degree from accredited college or university, or equivalent relevant experience required
- One to two years of related experience, with an established record of donor database management experience, Raiser's Edge experience strongly preferred
- High proficiency in Microsoft Office Suite
- Detail oriented, highly organized, professional demeanor
- Excellent interpersonal skills and demeanor interacting with donors, volunteers and colleagues
- Ability to occasionally work evenings or weekends
- Ability to work collaboratively and effectively, both individually and within a team
- Ability to work under pressure with tight deadlines
- Ability to be flexible and manage multiple projects to achieve desired outcomes
- Fundraising and relationship building is a key component of this position
- Ability to present information concisely and effectively, both verbally and in writing
- Understands and affirms the mission of Memorial Park Conservancy

#### **Compensation:**

- This is a salaried, exempt position, with a range of \$38,000-\$40,000 commensurate with skills and experience. Benefits include full medical, dental and vision benefits, paid time off, short-and long-term disability, and 401k retirement plan.

**To Apply:** Send resume and application materials to [careers@memorialparkconservancy.org](mailto:careers@memorialparkconservancy.org)

*As stewards of Houston's largest urban park, Memorial Park Conservancy is proud to serve the most diverse city in the nation. We embrace diversity, equity, and inclusion in carrying out our mission to preserve, restore, and enhance Memorial Park for all Houstonians, today and tomorrow. Our organization is strengthened when our staff, board members, partners and volunteers bring their unique voices and perspectives to their work for the Park each day.*