

Houston Botanic Garden

Associate Director of Development

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG is a recently completed botanic garden that strives to inspire all people to love plants and be good stewards of the natural world. The gardens include a global garden with arid, sub-tropical, and tropical plants; a culinary garden with permanent and seasonal displays; a family garden centered around a lagoon; a woodland event garden; wetlands; and a coastal prairie on a 132-acre site.

The Houston Botanic Garden seeks a highly motivated, team-oriented, creative, and experienced Associate Director of Development to execute its growing fundraising efforts. The Associate Director will be responsible for implementing and overseeing a multi-faceted program, including strategies to achieve the organization's fundraising goals through individual, family, foundation, and corporate gifts/grants, and fundraising events. Houston Botanic Garden's 2021 budget is \$3.2 million, with a goal to raise \$2 million in operations support through philanthropy (which also includes memberships).

The Associate Director of Development will report to the Vice President of Development & Membership and work collaboratively with staff and a strong, dedicated Board of Directors. The Office of Development & Membership is comprised of three fulltime positions, Vice President of Development & Membership, Associate Director of Development, and Development & Membership Associate. Part of the Development & Membership Associate's position includes responsibility for coordinating the Garden's new and growing Membership Program and the day-to-day use of Tessitura, the Garden's integrated database. The Venue Manager also assists with onsite events for development and membership. The best candidate will be passionate about the Garden's mission to enrich life through discovery, education, and the conservation of plants and the natural environment - and able to effectively communicate this to prospective supporters and donors.

Main Job Responsibilities:

INDIVIDUAL, FAMILY, FOUNDATION, AND CORPORATE GRANTS & SPONSORSHIPS

- Write and manage grants, proposals, fundraising letters and content, final reports, and supporting materials, with the help of other staff as needed, and ensure meeting grant, sponsorship, and reporting deadlines.
- Maintain existing operating grants and continue developing donor relationships.
- Research, cultivate, and initiate new prospects for operating and program support to meet program and operating support goals.
- Maintain donor pipeline and the calendar of all development activity.
- Execute, track, and manage implementation of cultivation, asks/requests, acknowledgement, and stewardship.
- Set donor site visits and tours, and other donor and prospect visits.
- Cultivate and develop corporate sponsorships.

ANNUAL FUND CAMPAIGN

- Execute the Annual Fund Campaign, including the development and distribution of solicitation materials.
- Identify prospects for and help the Vice President and President to recruit a matching donor group.
- Write and communicate messaging to inform and steward donors on our progress.
- Track progress and oversee donor acknowledgement.

STEWARDSHIP

- Write, and manage required and stewardship reports for major donors.
- Prepare quarterly or semi-annual impact reports.
- Further develop the Garden's stewardship practices, and maintain an organized plan for all levels of giving.

DONOR RECORD KEEPING

- Maintain complete donor files including source documents and executed final documents. Current standard is to store all parts and pieces - along with full and executed requests - on the server as well as final documents scanned onto the donor record in Tessitura, the organization-wide integrated database.
- Manage and maintain the Garden's development and membership structure in Tessitura.
- Manage donor and prospect records to reflect due dates, action dates, and all relevant prospect and donor interaction notes.
- Ensure that others responsible and/or engaged in fundraising efforts are also recording their notes and actions properly and according to procedure (timely) in Tessitura.
- Ensure accurate and complete donor records - including current constituency coding and donor and prospect plans.
- Ensure that donor database is up-to-date, functioning, being used, and can report data per the current maximum level for development and membership strategies.

COMMUNICATIONS AND MARKETING FOR DEVELOPMENT & MEMBERSHIP

- Following brand standards and working with the Director of Communications & Community Engagement, keep content for development and membership current on the Garden's website.
- Further develop fundraising strategies using our website and e-communications (Word Fly, Mail Chimp, and Outlook).
- Oversee Mail Chimp and Word Fly, and the use thereof, to meet department goals.

FUNDRAISING SPECIAL EVENTS

- Work closely with the Vice President in producing any fundraising events. (Events, donor outreach, and some solicitation strategies have recently and perhaps only temporarily shifted.) Fundraising special events could include:
 - Annual Luncheon
 - Garden Party
 - Flower Power

BOARD COMMITTEE(S)

- Work closely with the Vice President to provide support to the Development Committee and coordinate committee activities.
- Interact with Board directors, many of whom are the Garden's lead donors, to develop and facilitate connections for Garden support. This includes, but is not limited to, letters of support.
- Prepare development updates and reports encompassing development and membership efforts and outcomes.

Qualifications and Experience Requirements:

- Bachelor's degree from an accredited college or university in a related field required
- Minimum of five years' experience in nonprofit fundraising, preferably in culture, arts, museums, and/or the environment
- Excellent relationship management skills, with a track record of direct gift cultivation and solicitation, working closely with an active and powerful nonprofit board
- Excellent project management, with prior experience meeting multiple goals and deadlines

- Strong writing skills
- Flexibility, ability to prioritize and juggle multiple projects as part of a hard-working, committed team
- Excellent organizational skills, attention to detail and accuracy
- Integrity and highest standards of ethics and professionalism
- Ability to lift and carry a minimum of 50 lbs., move for long periods of time, and operate standard horticulture machinery
- Proficient in Microsoft Office Suite

Schedule and Salary:

- Compensation commensurate with experience
- Full-time, exempt position
- Available some evenings and weekends, as needed
- Position is available on January 11, 2021.

Benefits: Medical, dental, and vision insurance, retirement savings match, short term disability, long term disability, and life insurance available.

Application Procedure: Interested candidates should send a cover letter, personally signed resume, and a development writing sample to hr@hbg.org. We will contact those candidates who most closely match our requirements. Interviews commence December 1. Employment is subject to passing a background check and reference is required.

Thank you for your interest!