

## **Houston Botanic Garden**

### **Vice President of Development & Membership**

The Houston Botanic Garden seeks a highly motivated, team-oriented, creative, and experienced Vice President of Development & Membership to execute its growing fundraising efforts. The Vice President 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, fundraising events, and membership. Houston Botanic Garden's 2021 budget is \$3.2 million, with a goal to raise \$2 million in operations support through philanthropy.

The Vice President will report to the President & General Counsel and work collaboratively with staff and a strong, dedicated Board of Directors. The ideal candidate will have 5+ years of experience in nonprofit fundraising – preferably in culture, arts, museums, and/or the environment – and will be an excellent relationship manager with a track record of direct gift cultivation and solicitation, working closely with an active and powerful nonprofit board, and meeting multiple goals and deadlines. We seek a development professional who can lead the department – an excellent communicator, relationship builder, project management and writing skills, and who desires to be part of a hard-working, committed team.

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. The Vice President of Development & Membership's primary responsibilities will include:

#### **Individual, Family, Foundation, and Corporate Grants & Sponsorships**

- Grants, proposals, fundraising letters and content, final reports, and supporting materials, with the help of other staff as needed, and to 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 Board Chair, Development Chair, 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 Records**

- Ensure maintenance of 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 Board Chair, Development Chair, and/or event chairs in producing 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)**

- 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.

The Office of Development & Membership is comprised of three fulltime positions: the Vice President of Development & Membership, a development professional (title and scope TBD), and our Development & Membership Associate. The Vice President of Development & Membership position is full time with benefits. Some evening and weekend work is required. Houston Botanic Garden is an equal opportunity employer that values workplace diversity. To apply, please email your personally

signed cover letter, resume, and one of your development writing samples to [hr@hbg.org](mailto:hr@hbg.org). The position is available on February 1, 2021. While we will appreciate every applicant, please note that we will contact only those selected to interview.

The Houston Botanic Garden is a nonprofit organization, which transformed the former Glenbrook Golf Course into a burgeoning world-class botanic garden. The Garden opened on September 18, 2020. Having pivoted from capital fundraising to raising support for operations, we seek a Vice President of Development & Membership who is passionate about the Garden mission and is prepared to help direct and execute philanthropy efforts to support this growing organization. The Garden plans to launch a Phase II campaign in its future to continue developing the Master Plan for the 132-acre site.

Enriching life through discovery, education, and the conservation of plants and the natural environment.