

Memorial Park Conservancy Individual Giving Manager

Reporting Relationship: Director of Development

Overview: The Individual Giving Manager identifies, engages, cultivates, solicits, and stewards current and prospective donors in expanding their financial support of Memorial Park Conservancy. Responsible for meeting an annual revenue target by working with an assigned portfolio of donors and prospects to advance the mission of the organization and assist donors in creating meaningful connection with the Conservancy. In conjunction with Director of Development, may lead planning and implementation of fundraising strategies. As required, coordinate with Development team members to ensure consistent and effective implementation of donor development plans. Support capital campaign efforts from time to time.

Duties and Responsibilities:

- **Strategy:** Develops and executes ongoing strategy for qualifying donors to ensure retention, growth of donor contributions as well as recapture from previous donors. Works collaboratively with other departments and partners with development staff to create customized solicitation strategies matching the objectives of the organization and interests of the donor/prospect.
- **Fundraising Targets and Portfolio Management:** Manages a portfolio of donors and prospects with intent to form deep relationships. Responsible for annual fundraising goal tied to portfolio. Develop donor management plans for entire portfolio resulting in strategic and knowledgeable asks. Solicits assigned donor portfolio through face-to-face visits, including preparation of personalized materials.
- **Prospect Development:** Implements programs/activities to identify, cultivate, solicit and steward mid-level to major gift donors, with an emphasis on maximizing revenue for annual park operations. In conjunction with Director of Development and senior leadership, works with Board members and other leadership volunteers to identify, cultivate, solicit and steward appropriate donors, including potential planned giving prospects.
- **Relationship Development:** Develops ongoing relationships with mid-level to major donors for the benefit of Memorial Park Conservancy. Cultivates relationships for individual fundraising, as outlined below:
 - Cultivates relationships with individual donors personally and by supporting volunteer leaders in peer-to-peer outreach
 - Using fundraising and cultivation events as key vehicles, keeps donors and prospects abreast of Memorial Park Conservancy's activities and programs
 - Regularly offers donors and prospects the opportunity to engage with Memorial Park Conservancy
 - Manages the Conservancy's Commemorative giving program
- Contributes to the development of donor-centric communications, including newsletters, annual campaigns, and operational fundraising collateral
- With Director of Development, ensures coordination of operations fundraising efforts with capital campaign initiatives
- Supports cultivation and fundraising events as needed, including State of the Park, Annual Golf Tournament, Picnic for the Park gala, and Glow in the Glades.
- Understands and affirms the mission of Memorial Park Conservancy

Qualifications:

- Bachelor's degree required; 3-5 years' experience in nonprofit fundraising preferred
- Knowledge of Houston's funding community and of development best practices is highly desirable
- Highly organized and collaborative
- Ability to occasionally work evenings or weekends
- Excellent verbal and written communication skills.

- Experience with donor software; Microsoft Office fluency

Compensation: This is a salary exempt role with a range of \$60,000 – \$65,000. Benefits include full medical, dental, and vision, paid time off, short and long -term disability, and 401K retirement plan.

To Apply: No telephone calls please. Please send resume, cover letter, two writing samples, and two references to careers@memorialparkconservancy.org

Memorial Park Conservancy is an equal opportunity employer.