

Director, Development



6200 Hermann Park Dr, Houston, TX 77030, USA Req #700

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Houston Zoo is seeking an experience fundraising professional to join the Development team. The Development Director is responsible for maintaining and expanding Houston Zoo's funding from private sources. Reporting to the Senior Vice President, Institutional Advancement, the Director serves as part of the department's leadership team and will be responsible for achieving fundraising goals and engaging donors in Houston Zoo activities. This individual will work with a mixed and diverse portfolio of significant, major, and principal gift donors who support the Zoo's annual operating, special project, and capital programs.

Our Mission: Houston Zoo connects communities with animals, inspiring action to save wildlife.

Our Vision: Houston Zoo will be a leader in the global movement to save wildlife.

Job Duties and Responsibilities

- Responsibilities Works collaboratively with the other development department leaders to create and implement an annual development plan and strategy
- In partnership with the department's Senior Vice President and Senior Director, develop cultivation, solicitation and stewardship strategies for significant, major, and principal gift prospects and donors (\$10,000+)
- Manage a mixed portfolio of approximately 150 relationships
- Lead effort to meet expected revenue goals
- Cultivate and steward donors through a variety of means: including tours and special events
- Cultivate, solicit and steward donors for special projects and capital needs, in collaboration with the Senior Vice President, Institutional Advancement
- Works with corporate partners on sponsorship and philanthropic support; works cross departmentally to fulfill benefits
- Collaborates with internal partners to identify and solicit planned giving/Werler Society Members
- Write grant proposals and reports to corporate, foundation and government funders, as needed
- Attend and host cultivation, stewardship and fundraising events
- Attend Zoo events that involve donors and/or prospects when required
- Contributes to saving animals in the wild through: reduction of waste, water and energy use and inspiring guests to take wildlife protecting actions
- Performs other duties as assigned

Education and Experience

- Bachelor's degree in related field
- Minimum of five (5) years' progressive professional experience within related field
- Strong knowledge of Houston philanthropic community
- Exceptional oral and written communication skills
- Advance ability to lead multiple projects and meet deadlines
- Excellent customer service skills: ability to cohesively collaborate with all levels of staff/donors
- Expert level of proficiency with Microsoft Office to include strong general computer skills
- Expert level experience with Raiser's Edge or other fundraising databases

About Houston Zoo

Houston Zoo is made up of many moving parts with over 6,000 permanent residents (our animals) for whom we provide housing, meals, medical care, and yes, even education! There are over 2 million guests each year who come to experience our incredible variety of animals and ecosystems, as well as attend special private and public events and entertainment. Our dedicated staff works around the clock to ensure that the Zoo is always running smoothly for the safety and well-being of our residents and guests. We strive to ensure the protection of all the counterparts of the animals we have at the Zoo and in the wild.

Join Houston Zoo and become a part of an organization that is focused on the preservation of wildlife and their habitats by combining conservation with education and promotion of sustainable livelihoods in the local communities. Houston Zoo is an Equal Opportunity Employer.

Disclaimer The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as a complete inventory of all responsibilities, duties and skills required for the position. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an at-will basis. Benefits This is a full-time position and offers the following benefits: • Medical and Prescription Drug • Vision • Dental • Basic Life AD&D (100% Employer Paid) • Short Term Disability (100% Employer Paid) • Long Term Disability (100% Employer Paid) • Supplemental Life • Flexible Spending Account / Health Savings Account • 401k • Free Zoo Membership • Free Guest Passes • Discounts on Food, Merchandise, Attractions, Admission and Programs Houston Zoo is an Equal Opportunity Employer We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.

Apply: <https://us63.dayforcehcm.com/CandidatePortal/en-US/houstonzoo/Posting/View/1741>