



## Associate Director of Development

The Houston Botanic Garden is a 501(c)(3) nonprofit organization founded in 2002 with the enduring vision of community leaders to bring a world-class botanic garden to the city. The philanthropic community generously contributed \$38.4 million to Phase I of a 30-year visionary master plan created by internationally renowned landscape design firm, West 8, to transform the site of a municipal golf course into a botanic garden.

The Garden opened in 2020 as a major addition to the city's cultural institutions and urban green spaces. Located a short distance from downtown in underserved southeast Houston, our 132-acre site on Sims Bayou is filled with plants from the Gulf Coast and around the world in cultivated gardens and natural ecosystems viewed from scenic walking trails. Our mission is to enrich life through discovery, education, and the conservation of plants and the natural environment. In 2023, we welcomed 109,008 visitors and served 3,153 member households.

The Houston Botanic Garden seeks an experienced, motivated, creative, and team-oriented Associate Director of Development to execute a multi-faceted fundraising program directed at institutional donors. The Associate Director of Development reports to the Director of Development and works collaboratively with our staff and Board of Directions. The Garden's fundraising team is comprised of three full-time Development Officers and a part-time Database Assistant Manager who work together to raise \$3 million of the Garden's \$5.7 million operating budget.

### Responsibilities:

- Manage and grow a portfolio of 75-100 current and prospective institutional donors.
- Engage in direct fundraising to meet contributed revenue goals of \$950,000 from foundations and \$300,000 from corporations.
- Drive strategies for all phases in the donor gift cycle of identification, cultivation, solicitation, and stewardship.
- Confer with staff and the Director of Development to determine organizational priorities for institutional support.
- Work with the Director of Development to plan, implement, and manage all fundraising programs and activities related to foundations and corporations.
- Interact with members of the Board of Directors and its Development Committee to leverage their relationships with foundation trustees and corporate leaders.
- Manage the grant schedule; write proposals, sponsorship requests, letters of support, and stewardship reports - with input from staff, as needed; communicate the grant and reporting requirements to staff to quality funding requests; and ensure grant, sponsorship, and reporting deadlines are met.

- Meet the fundraising goals for one to two exhibitions per year through collaboration with the Exhibition Chairs, development of sponsor packages, recruitment of host committee members, cultivation and solicitation of sponsors, planning of stewardship events, and reporting on impact.
- Lead the Corporate Partners program by launching enhanced benefits to current and prospective donors, cultivating and soliciting new members, and overseeing engagement.
- Maintain a calendar of donor site visits, meetings, and tours with foundation and corporate donors and prospects.
- Cooperate with staff on corporate volunteer opportunities and monitor activities scheduled by donors and prospect.
- Maintain complete donor files and accurate donor records on our shared drive and in Tessitura, our integrated enterprise management database.
- Report regularly on institutional giving activities and results compared to objectives and goals and prepare fundraising updates and reports for the Development Team, CEO & President, Board of Directors and Development Committee.
- Participate, as needed, in the production of annual fundraising luncheon and annual meeting.
- Prepare institutional donors for upcoming capital campaign and participate in campaign planning and strategy.
- Other duties as assigned.

### **Qualifications:**

- Exceptional writing skills
- Effective project management practices, with prior experience meeting multiple goals and deadlines
- Superb relationship management skills
- Integrity and highest standards of ethics and professionalism
- Proficient in Microsoft Office Suite
- Bachelor's degree from an accredited college or university in a related field required
- Minimum of three to five years' experience in nonprofit fundraising, preferably in culture, arts, museums, and/or the environment

### **Compensation:**

- Annual salary range of \$60,000 - \$72,500 depending on experience
- Full-time, exempt position
- Hybrid schedule available
- Available some evenings and weekends, as needed with advanced notice

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

**Application:** Interested candidates should send a cover letter, resume, and three development writing samples to [laurawheless@hbg.org](mailto:laurawheless@hbg.org) with a cc: to [hr@hbg.org](mailto:hr@hbg.org) and we will contact those candidates who most closely match our requirements.. Employment is subject to passing a background check and three references are required.

Thank you for your interest!