



## **DIRECTOR OF INSTITUTIONAL GIVING**

Houston Parks Board's (HPB) mission is to expand, improve, and protect parks and greenspace in the Houston region. Since 1976, the 501(c)(3) not-for-profit organization has utilized public-private partnerships and its extensive philanthropic, government, and community relationships to create an interconnected network of parks, trails, and greenspace for a more resilient and equitable Houston region.

Houston Parks Board reached a significant milestone with substantial completion of the boldest and most exciting capital project in its history: Bayou Greenways. This ambitious \$225M project significantly expanded and enhanced Houston's parks system, creating a continuous trail network within the city limits of over 150 miles of linear parks and trails along Houston's bayous. In addition to leading the transformational Bayou Greenways initiative, Houston Parks Board cares for more than 2,800 acres of greenspace and supports park projects large and small.

HPB has undergone years of intensive planning to determine its next steps and is setting the stage for a major campaign. Our strategic plan calls for HPB to be a leading voice for parks and greenspace in our region, elevating our thought leadership to expand our impact. To achieve this, we will raise awareness of the work of HPB, evaluate the organization's identity to better convey who we are, and elevate the organization's profile.

More information on Houston Parks Board and its initiatives is available at: [www.houstonparksboard.org](http://www.houstonparksboard.org).

### **JOB OVERVIEW:**

The Director of Institutional Giving is an experienced development professional responsible for leading and executing a comprehensive strategy to secure major funding from foundations, corporations, and government entities. This individual will manage the full grant lifecycle, cultivate and steward institutional relationships, and ensure that all funding efforts align with Houston Parks Board's strategic goals, capital projects, and programming priorities.

### **DUTIES AND RESPONSIBILITIES:**

- Develop and implement a robust institutional giving strategy to increase revenue from foundation, corporate, and government sources.
- Identify, cultivate, solicit, and steward a portfolio of institutional donors and prospects.
- Collaborate with internal teams—programs, finance, and communications—to create compelling proposals, budgets, and reports.
- Prepare and submit high-quality grant proposals and stewardship reports; manage deadlines, deliverables, and compliance requirements.

- Present persuasive cases for both project-specific and unrestricted funding, demonstrating impact across HPB's mission areas.
- Design customized engagement opportunities including site visits, donor briefings, and tailored sponsorship packages.
- Develop and manage corporate giving strategies, including sponsorships, cause-marketing, employee engagement, and CSR partnerships.
- Track fundraising progress and provide regular reports to senior leadership.
- Stay informed of trends and opportunities in institutional philanthropy, especially in parks, conservation, and urban development.
- Coordinate with and mentor team member(s) dedicated to grant writing, and participate in department-wide campaigns, donor briefings, and special initiatives.
- Undertake various other organizational administrative duties as assigned

**DESIRED EXPERIENCE/SKILLS:**

- Minimum 5 years of experience in institutional fundraising with a record of securing six- and seven-figure gifts.
- Strong knowledge of Houston's philanthropic landscape and broader regional and national funding communities.
- Excellent communication, writing, editing, and storytelling skills.
- Experience engaging with program officers, corporate representatives, and foundation board members to build and sustain strong relationships.
- Proven experience in grant prospecting, proposal development, and donor engagement strategy.
- Skilled in managing cross-functional collaboration and balancing multiple deadlines.
- Familiarity with development CRMs (e.g., Raiser's Edge, Salesforce, EveryAction) and research tools.
- Strong project management skills with a detail-oriented and adaptable mindset.
- Ability to review and interpret financial statements and budgets for proposals.
- Demonstrated success in managing diverse teams and mentoring junior staff.
- Bachelor's degree required; advanced degree or certifications a plus.

**BENEFITS:**

This is a salary-exempt position. The range is \$100,000 - \$120,000 based on experience. HPB provides a competitive benefits package including medical, dental, vision, and life insurance, and a 403b retirement plan. This is a hybrid position, with three days of the work week in the HPB office.

**To apply, please visit:** <https://recruiting.paylocity.com/Recruiting/jobs/Apply/4103175>