



# DIRECTOR OF DEVELOPMENT

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Houston Audubon has an exciting opportunity to join our talented, enthusiastic, and productive team. We are looking for an independent, positive-thinking individual with a successful track record to lead, manage, and grow the organization's fundraising program. Houston Audubon offers competitive compensation and benefits, including 401K plan matching for eligible employees, health and dental insurance, flexible work schedules, and a team environment.

## **Background - About Houston Audubon**

Houston Audubon is a nonprofit organization established in 1969 to conserve wildlife and natural resources on the Upper Texas Coast. We have a rich history of advancing our mission with positive local, regional and global impact through sanctuary and habitat management, environmental education and conservation advocacy. Houston Audubon owns and manages 17 nature sanctuaries in the Upper Texas Coast area providing 3,474 acres of wetlands, piney wood forest, coastal woodlots and prairie, and beach that serve as critical habitat for over 300 species of migratory and resident birds. Houston Audubon sanctuaries also serve as community assets where people walk, commune with nature, learn, meditate, socialize and explore. We deliver over 700 nature-based program experiences for children and adults every year. The organization's annual budget runs \$1.5M to \$1.7M, depending on special projects planned for the year.

**Position Title:** Director of Development

**Reports to:** Executive Director

**Position Summary:** The Director of Development will plan, lead, and oversee Houston Audubon's fundraising activities. She or he will be responsible for developing and executing plans and strategies in consultation with the Executive Director to increase and sustain individual, foundation, and corporate contributions in support of the organization's programs and operations. The Director of Development leads and manages the Development team, which currently includes a corporate relations director, events manager and a development associate.

## **Primary Duties:**

- Develop and manage timeline and budget for all development department activities, including grant writing and reporting, special events, annual gala, membership, and donor solicitation and relations
- Identify, cultivate, and steward donors and prospects
- Solicit major contributions from individuals, corporations, and foundations to support the mission of Houston Audubon
- Coordinate with conservation and education team members to develop proposals and secure funding

- Oversee and supervise fundraising and special events, including the annual gala
- Lead and manage development team

**Qualifications:**

- Bachelor's degree with a minimum of 5-7 years of experience in nonprofit development and fundraising
- Track record of cultivating, soliciting and closing gifts from foundations and individuals
- Experience building and maintaining long-term relationships with fundraising constituents
- Demonstrated success developing and executing fundraising strategies
- Knowledge of and experience in fundraising techniques and principles
- Strong organizational skills and excellent written and verbal communication skills
- Ability to take initiative, build an atmosphere of team collaboration and interact with a variety of people and situations
- Working knowledge and use of MS Word, Excel, PowerPoint and Outlook and donor database management
- Excellent judgment and initiative; and a strategic thinker
- Appreciation for nature and conservation

Houston Audubon headquarters is located at the Edith L. Moore Nature Sanctuary in the Memorial area of West Houston.

Salary commensurate with qualifications

To apply, send resume via email to: [hdrummond@houstonaudubon.org](mailto:hdrummond@houstonaudubon.org)