



# DEVELOPMENT MANAGER

Job Posting – January 2024

Houston Audubon seeks an experienced and strategic fundraising professional to oversee key fundraising events and initiatives that support and advance the mission of Houston Audubon.

## Position Overview

The successful candidate will plan and execute major fundraising events, manage a small portfolio of individual, corporations, and foundations, develop relationships with members and donors, and work collaboratively with staff and Board of Directors. The position reports to the VP, Strategic Advancement and Community Relations and manages projects within the development department in collaboration with the Senior Development Associate. Together, the Development Department is responsible for raising approximately \$1.8 million per year.

## About Houston Audubon

Houston Audubon is a leading regional nonprofit and accredited land trust focused on protecting the natural environment for birds and people in the Houston Gulf Coast area. Our commitment to excellence in land conservation, environmental education, community engagement, and science is foundational to advancing the conservation of birds and their habitats and improving our community for people and other wildlife. We own and manage more than 4,100 acres of habitat, including 17 nature sanctuaries that serve as community assets, venues for quality education and recreation experiences, and collaborative research opportunities.

<b>Annual Salary</b>	<b>\$50,000-\$55,000 DOQ</b>
<b>Hours per Week</b>	40
<b>Workplace</b>	HAS Headquarters: 440 Wilchester Blvd, Houston, TX 77079
<b>Flexible Work Hours</b>	Yes
<b>Remote Work Options</b>	Yes-2 days remote after first 90 days of employment
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Medical Insurance: 75% of premiums for medical and dental plans</li><li>• Life Insurance</li><li>• 401(k) up to 3.5% match</li><li>• Competitive vacation and sick leave</li></ul>
<b>Position Reports To:</b>	VP, Strategic Advancement and Community Relations

## Responsibilities:

- Team lead for Houston Audubon’s annual major fundraising events(Avian Affair fundraising dinner and Evening on the Canopy) in coordination with the Senior Development Associate --including budget development, vendor contracts, underwriting solicitation, and leadership recruitment

- Cultivate, solicit, and steward a small portfolio of individuals, corporations, and foundations representing giving levels up to \$25,000
- Manage corporate partner program
- Plan and oversee donor-related cultivation and stewardship events throughout the year
- Develop and oversee year-end and other major fundraising appeals throughout the year
- Participate in relevant board meetings and committees
- Collaborate with VP, Strategic Advancement to develop an annual development plan corresponding with budget that outlines revenue and expenses; monitor progress against goals and produce monthly reports to be shared with the Board of Directors

**Qualifications and Experience:**

- Bachelor's degree, with a minimum of 3 years direct fundraising experience, relevant project management experience, or equivalent experience with planning and securing underwriting and sponsorship support for large scale fundraising events with proven track record of revenue growth
- Proven track record of success in developing and implementing impactful fundraising strategies including giving campaigns, grant proposals, corporate philanthropy programs, grant writing, and direct mail solicitations
- Experience and proficiency in working with donor database management systems
- Demonstrated ability to meet deadlines; adapt to change in a fast-paced work environment; and give attention to detail while working on multiple projects
- Ability to think creatively, analytically, and take initiative
- Strong administrative, organizational, and time management skills.
- Proficiency in Microsoft Office Suite, particularly Word (mail merge and appropriate letter formats), Excel, and Outlook
- Awareness of working in a culture of philanthropy
- Ability to work in a team and coordinate with different departments

**Preferred skills and experience:**

- Experience working with corporations and foundations in the Greater Houston region
- Awareness of the philanthropic landscape in the Greater Houston region

**How to apply:**

To apply, send a resume via email to Aimee Friend: [afriend@houstonaudubon.org](mailto:afriend@houstonaudubon.org)

Houston Audubon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We are committed to fostering and nurturing an organizational culture of equity, diversity, and inclusion within our workplace and sanctuaries, and in our work in the community. We believe that the rich blend of ideas, perspectives, and viewpoints that come with diversity are essential to our long-term success. Our values and actions reflect our commitment to diversity and inclusion of all as reflected in our hiring practices, team interaction, and outreach and engagement at large.