



DEVELOPMENT DIRECTOR

Job Posting – 12/19/24

Houston Audubon seeks an experienced and strategic fundraising professional to lead the day-to-day development operations that support and advance the mission of Houston Audubon.

Position Overview

The Development Director will plan, lead, and oversee Houston Audubon’s fundraising efforts. The successful candidate will be responsible for all philanthropic revenue streams including the annual fundraising dinner, appeals, grants, and membership while working collaboratively with staff and Board of Directors. The position reports to the President & CEO and oversees 2 staff positions. The organization’s annual budget is between \$2 to \$2.5 million depending on special projects planned for the year with 80% derived from philanthropic support.

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.

Annual Salary	Commensurate with Experience and Qualifications
Hours per Week	40
Workplace	HAS Headquarters: 440 Wilchester Blvd, Houston, TX 77079
Flexible Work Hours	Yes
Remote Work Options	Yes-2 days remote after first 90 days of employment
Benefits	<ul style="list-style-type: none">• Medical Insurance: 75% of premiums for medical and dental plans• Life Insurance• 401(k) up to 3.5% match• Competitive vacation and sick leave
Position Reports To:	President & CEO

Essential Duties and Responsibilities:

Provide strategic leadership and support to fundraising efforts and oversee the day-to-day operations of fundraising development including oversight of the administration, programs, and fundraising activities of the organization while taking an active role in soliciting donations for major initiatives. This position will have a key role in driving revenue for the entire organization.

- Create and implement strategies to generate revenue for Houston Audubon’s annual major fundraising events (Avian Affair fundraising dinner, Birdathon, and Evening on the

Canopy) and coordinate with the Development Manager, Individual Giving on all other event aspects including budget development, vendor contracts, underwriting solicitation, and leadership recruitment

- Serve as a member of the senior management team to ensure strategic goals are being met across the organization
- Provide support to the Board of Directors, participate in board meetings and relevant committees, and oversee the board nominations process
- Cultivate, solicit, and steward a portfolio of individuals, corporations, and foundations- both existing supporters and new funding sources
- Work collaboratively with the President & CEO and senior leadership to understand program goals and priorities to write meaningful proposals and to develop specific requests as grant opportunities become available
- Provide strategic direction and short and long-range planning in the context of growing annual giving
- Develop and oversee year-end and other major fundraising appeals throughout the year
- Oversee the organization's grant writing and management efforts, including researching funding opportunities, writing compelling proposals, and ensuring compliance with grant agreements
- Maintain funder relationships, oversee grant-related reporting, and collaborate with others to align grant-funded projects with organizational goals
- Provide leadership, management, support, and mentorship to a team of at least 2 skilled and dedicated staff
- Represent Houston Audubon in the community and be comfortable discussing Houston Audubon's mission pillars with a variety of audiences
- Collaborate with the President & CEO 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 of significant leadership experience in nonprofit development and fundraising
- Ability to take initiative in generating and driving revenue to meet fundraising goals
- Experience in creating feasible and comprehensive development plans
- Demonstrated leadership experience within an organization
- Proven track record of success in developing and implementing impactful fundraising strategies including giving campaigns, grant proposals, corporate philanthropy programs, grant writing, event planning, and direct mail solicitations
- Proven track record of securing gifts in the \$50,000-\$250,000 range
- Experience and knowledge of corporate philanthropy programs and foundations in the Greater Houston region
- Experience building and maintaining long-term relationships with fundraising constituents and other collaborative partners
- Possess exceptional writing and editing skills to produce high-quality grant applications
- Proven experience in grant writing and management, with a strong track record of securing and managing significant funding from foundations, corporations and government agencies

- Awareness of the philanthropic landscape in the Greater Houston region
- 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

How to apply:

To apply, send a cover letter explaining your interest in this position along with a resume via email to japlaca@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.