



DIRECTOR OF DEVELOPMENT

Houston Audubon is looking for an independent and experienced fundraising professional with an appreciation for nature and the environment to join our talented, enthusiastic, and productive team. 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 protect and promote birds of the upper Texas coast through habitat conservation, environmental education, and conservation advocacy. Houston Audubon owns and manages 17 nature sanctuaries in the Houston-Gulf Coast area providing 3,474 acres of wetlands, piney wood forest, coastal woodlots, prairie, and beach that serve as critical habitat for over 300 species of migratory and resident birds, and other wildlife. Houston Audubon sanctuaries also serve as community assets where people walk, commune with nature, learn, meditate, socialize and explore. Houston Audubon sanctuaries in High Island, Texas are world renown for spring migration birding. 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 Location: Houston

Position Summary: The Director of Development will plan, lead, and oversee Houston Audubon's fundraising activities. She or he is responsible for principal gift fundraising in support of Houston Audubon'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 for annual and capital giving
- Identify, cultivate, and steward donors and prospects
- Solicit and secure contributions from individuals, corporations, and foundations to support the mission of Houston Audubon
- Develop proposals and write foundation grants
- Lead fundraising for special events, including the annual gala

- Lead and manage development team

Qualifications:

- Bachelor's degree with significant leadership experience in nonprofit development and fundraising
- Track record of cultivating, soliciting and closing gifts from foundations and individuals
- Strong communication skills including ability to write and speak persuasively about the organization
- Experience building and maintaining long-term relationships with fundraising constituents
- Effective organizational, oral/written communication and project management skills
- Strong client service orientation and attention to detail
- 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
- Ability to manage multiple projects and work under the pressure of deadlines
- Excellent judgment and initiative; and a strategic thinker
- Appreciation for nature and conservation
- Ability to occasionally work evenings or weekends.

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