



## DIRECTOR OF INDIVIDUAL GIVING

The Houston Parks Board is a nonprofit 501(c)(3) organization that creates, improves, protects, and advocates for parks for everyone in the Greater Houston region. We are dedicated to providing access to quality parks and greenspace for all people, and we are currently leading the transformational \$220 million Bayou Greenways 2020 project to create a 150-mile network of connected parks and trails along Houston's major waterways. We are adding a new Director of Individual Giving to our team to help create and grow an individual giving program. We are seeking a person who will bring energy, experience and a passion for our mission.

### JOB OVERVIEW

The Director of Individual Giving is responsible for the strategic development and implementation of a comprehensive fundraising plan for identification, cultivation, solicitation and stewardship of individual donors and prospective donors. The Director will provide leadership for the Parks Board's new direct mail program, annual giving campaign activities, support the annual luncheon and other events, and will work as a member of the development team on other activities as needed.

### DUTIES AND RESPONSIBILITIES

- Conceptualize, plan and implement new individual giving initiatives for increasing donor base and level of giving.
- Conduct donor research and identify top donors/prospects for cultivation and future solicitations.
- Conduct strategic visits and/or other qualified contacts each month to solidify donor relationships and gain financial support. Prepare written reports on each contact.
- Solicit outright annual gifts from individuals.
- Plan and implement donor cultivation and stewardship activities.
- Coordinate the direct mail program and online gift appeals.
- Assist with database conversion to Raiser's Edge and put into action.
- Monitor expenses for areas of responsibility, particularly direct mail, cultivation and donor events.
- Manage other duties as assigned.

### QUALIFICATIONS

- Minimum of five years of not-for-profit fundraising with a special focus on individual giving.
- Experience building/growing a successful individual giving program preferred.
- Knowledge of direct mail, grant writing and basic event management.
- Experience in donor database management – working knowledge of Raiser's Edge preferred.
- Exceptional written communication skills.
- Ability to solve problems with creativity and efficiency.
- Excellent planning and organizational skills.
- Ability to research and identify new donor opportunities.
- Ability to listen effectively to assist staff and volunteers in identifying and resolving challenges.
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
- Ability to work in a fast-paced environment and maintain healthy relationships with co-workers.
- Ability to work effectively with a variety of people in various settings.
- A positive attitude and an earnest interest in responding positively to donors.
- Knowledge of Windows office suite, including Word and Excel.
- Exemplary attention to detail and accuracy.

**TO APPLY:** Please send letter of interest and resume by email with subject "Development Search" to [resumes@HoustonParksBoard.org](mailto:resumes@HoustonParksBoard.org). No telephone inquiries, please.