

# Houston Parks Board

## Major Gifts Officer



Houston Parks Board (HPB) creates, improves, protects, and advocates for parks for everyone. Since 1976, the 501(c)(3) nonprofit organization has utilized public-private partnerships and its extensive philanthropic, government, and community relationships to provide equitable access to quality parks and greenspace to the Greater Houston region.

Houston Parks Board has reached a major milestone with substantial completion of the boldest and most exciting capital project in its history: Bayou Greenways. This ambitious \$225M project significantly expands and enhances Houston's parks system, creating a continuous system within the city limits of 150 miles of linear parks and trails along Houston's bayous. In addition to leading the transformational Bayou Greenways initiative, Houston Parks Board cares for more than 2,800 acres of greenspace and supports park projects large and small.

For more information, visit [houstonparksboard.org](http://houstonparksboard.org).

### Position Description

The Major Gifts Officer will report to the Chief Development Officer and is responsible for securing major gifts from foundations, corporations, individuals, and other organizations to support the mission of Houston Parks Board (HPB) and achieve philanthropic revenue targets. The Major Gift Officer manages all aspects of the donor development cycle, including prospect identification, cultivation, solicitation, and stewardship for HPB's top level of donors for both general operating and project support.

### Duties and Responsibilities

- Develop tailored strategies to secure gift of five-figures and above as well as multi-year gifts to support the mission and priorities of HPB.
- Serve as the primary relationship manager for a portfolio of major donors and prospects, ensuring a seamless and quality experience with the organization at every level.
- Identify, research, and rate major donor prospects, including foundation grant officers, trustees, corporate staff, and individual major donors.
- Develop customized materials for donor cultivation, solicitation, and stewardship activities.
- Engage the right stakeholders at key times in the donor development cycle to secure major gifts.
- Collaborate with the CEO, Chief Development Officer, and other members of the leadership team to develop and manage the overall fundraising strategy for the organization—specifically ensuring that all development activities are coordinated in execution.
- Remain informed about all HPB projects, programs, and activities to communicate accurately and compellingly with donors.
- Work with the projects, conservation, and outreach teams to identify directed giving opportunities.
- Develop grant applications, proposals, and reports, as needed, with grantwriting support.
- Consistently and accurately track donor information and interactions in HPB's donor management database, Raiser's Edge NXT, with support of database administrator.
- Develop clear and accurate reports that show progress, gaps, and proposed strategies to reach fundraising goals.
- Maintain confidentiality of fiscal information, donor data, and sensitive details at all times.
- Implement job responsibilities in a manner that is consistent with HPB's mission and values.
- Adhere to the Association of Fundraising Professionals Code of Ethical Principles and Standards of Professional Practice.
- Perform other duties as assigned.

### Qualifications, Education, and Experience

The ideal candidate will have experience in a complex nonprofit with multiple program components and will have:

- Passion for parks, greenspace, and conservation
- Bachelor's Degree or professional experience in related field
- Minimum of five years of direct fundraising experience with major gifts
- Ability to set goals and execute strategically

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- Outstanding presentation and communication skills, both written and verbal
- Proven ability to work with and motivate philanthropic and high-profile volunteer leaders.
- Strong organizational, analytical, and time management skills with attention to detail
- Ability to work under pressure, prioritize, and meet multiple deadlines
- Ability to use and activate resources efficiently and effectively
- Ability and desire to work cross-functionally with a wide range of internal and external stakeholders
- Ability to deal professionally, courteously, and efficiently with a diverse set of constituents in a fast-paced environment
- High level of discretion and ethical approach to fundraising
- Proficient in Microsoft Word, Excel and donor management software (Blackbaud Raiser's Edge NXT database, preferred)
- Valid driver's license & insurance and/or reliable transportation for travel as required by the position

### Compensation and Benefits

This is a salaried, exempt position, salary commensurate with skills and experience. Benefits include full medical, dental and vision benefits, paid time off, short- and long-term disability, group term life insurance and 403b retirement plan.

To apply for this position, email resume and cover letter to [BethTaylor@houstonparksboard.org](mailto:BethTaylor@houstonparksboard.org) with "Major Gifts Officer" in the subject line of your email. The deadline for applications is March 31, 2023.

Interviews are by appointment only. No telephone calls, please.