



Job Title:	Development Assistant
Department:	Development
Work Location:	Hermann Park, Houston, TX
Full-time/Part-time:	Part-time
Effective Date:	As soon as possible

Hermann Park Conservancy is a citizens' organization dedicated to the stewardship and improvement of Hermann Park—today and for generations to come.

Job Description

Hermann Park Conservancy seeks a development assistant to provide administrative and fundraising support to the development team and President, including but not limited to: gift processing, solicitation mailings, database projects, prospect research and fundraising event support. The development assistant is also responsible for general office support.

The Conservancy has a small office staff that is committed to teamwork, and the development assistant will work closely with all members of the team.

Primary Responsibilities

- Provide support to the Conservancy's two major fundraisers, *Hats in the Park* luncheon and *Evening in the Park* gala including data entry and associated event mailings.
- Support fundraising team functions for the three major community events: *Kite Festival*, *Park to Port* Bike Ride and *Run in the Park* under the direction of the Development Manager.
- Assist the Membership & Marketing Manager with monthly membership renewals, including generating and sending out letters, and bi-annual membership acquisition mailings.
- Assist Development Coordinator with gift entry for membership gifts, the fulfillment of membership benefits and gift acknowledgement to donors and documentation in Raiser's Edge.
- Provide support to Urban Green, the Conservancy's young professionals group, by assisting with Urban Green events and activities.
- Assist with generating mailing lists in Raiser's Edge in for events and scheduled mailings.
- Conduct prospect research and data entry in Raiser's Edge as directed by development leadership.
- Regular upkeep of Raiser's Edge constituent records related to address updates and other as needed.
- Maintain daily gift logs for development and accounting departments.

General Office Support

- Main point of contact for the public office.
- Answer lobby door and greet visitors.
- Answer phone calls and emails from the public.
- Assist in meeting preparation and set up when necessary.
- Receive, stamp, and distribute mail and sign for packages.
- Maintain Lost and Found inventory and binder.
- Other duties as assigned.

Qualifications

- Bachelor's degree.
- Database or data-entry experience preferred.
- Proven ability to be highly organized and able to initiate, prioritize, and manage multiple, varied, and detailed tasks; ability to be flexible with work schedule, projects, and tasks.
- Extremely proficient and comfortable with managing large quantities of data and producing quality reports from that data.
- Experience working in a team environment.
- Experience working with the public in a visitor/customer service setting.
- Ability to interact successfully with staff members, volunteers, and donors.
- Excellent verbal and written communication skills.
- Advanced computer skills in MS Office, particularly in MS Excel and Word.
- Working knowledge of Blackbaud's Raiser's Edge.
- Ability to work during the Conservancy's office hours of 8:30 a.m. - 5:30 p.m.
- Ability to work events outside of the Conservancy's normal office hours, as required.

How to apply:

Mail, fax or email cover letter and resume to:

Hermann Park Conservancy

1700 Hermann Drive

Houston, Texas 77004

Fax: 713.524.5887

E-mail: development@hermannpark.org

No phone calls please.

Hermann Park Conservancy is an equal opportunity employer.