



Director of Development

Position Summary

October 2019

About Hermann Park Conservancy

Originally founded in 1992 as Friends of Hermann Park, Hermann Park Conservancy is a nonprofit citizens' organization dedicated to the stewardship and improvement of Hermann Park – today and for generations to come. Through a public-private partnership with the Houston Parks and Recreation Department, Hermann Park Conservancy raises millions of dollars each year to enhance and maintain the Park. The Conservancy also manages the design of projects, and then shares construction costs with the City of Houston.

Thanks to the generous financial support of foundations, corporations, and individuals, the Conservancy has raised more than \$125 million for improvement projects in Hermann Park. The Conservancy also oversees programs focused on visitor services, conservation and stewardship, tree care, and operations and maintenance of the McGovern Centennial Gardens.

The Conservancy is currently completing the final project of its 1995 master plan for Hermann Park. An extended master plan – encompassing improvements to Hermann Park over the next twenty years – was completed in 2017. The Conservancy has launched fundraising for an initial cluster of projects in this enhanced plan and has crafted a \$60 million campaign to generate those funds.

Position Summary

The Director of Development is a senior member of the Conservancy's staff and plays the lead role in annual development efforts including fundraising, special events, membership, marketing and communications, community outreach, and other public engagement activities. The position reports directly to the Conservancy President and manages a team of four people. In addition to annual fundraising, the Director of Development will work in tandem with the President on the current campaign and long-term master plan-related fundraising.

This is a full-time, exempt position with a compensation package commensurate with a proven track record of experience,

Candidate Profile

The ideal candidate is a creative, engaging professional with an interest in urban greenspaces, a track record of success in fundraising, an ability to meet deadlines, and a team player who places value on effective and thoughtful management of direct reports.

Department Summary

Annual fundraising at Hermann Park Conservancy generates approximately \$1.4 million each year and is executed by a team of four. The Director of Development has oversight over this team and their respective responsibilities, which include:

- Marketing and Communication Manager
Membership program; social media; print and digital publications
- Development Coordinator
Gift processing and acknowledgement; donor stewardship; dedication gifts (benches, drinking fountains, etc.)
- Programs and Events Coordinator
All community events including Kite Festival, Run in the Park, Park to Port Bike Ride; community programs including the Garden & Nature Series and all partner programs taking place in Hermann Park; young professionals group (Urban Green)
- Development Assistant
Oversight and management of the annual gala and annual luncheon chairs; departmental clerical tasks; public representative of Conservancy to incoming callers and visitors

Key Responsibilities

- **Staff Management:** Provide guidance and accountability to four staff members (listed above) in the execution of responsibilities, setting of team and individual annual goals, and continual improvement of knowledge and expertise in their respective performance arenas.
- **Direct Fundraising:** Serve as partner to the President in donor relations and solicitations; being an effective cultivator, solicitor, and steward for the Conservancy in securing annual gifts from individuals, foundations, corporations, and other revenue sources.
- **Campaign Participation:** While not solely responsible for campaign, work in partnership with the President and other fundraising staff to achieve revenue goals, and help to balance campaign solicitations with annual fundraising requests.
- **Management of Grants Calendar:** Track grant making and reporting deadlines; prepare funding requests; interface with institutional funding representatives; seek new funding sources among local corporations and foundations.
- **Managing Corporate Relationships:** Oversee and assist with coordination of all corporate relationships, working closely with the Program and Events Coordinator to maintain and cultivate existing and new corporate relationships

- **Committee Management:** Work in partnership with board committee chairs to oversee meetings of the corporate engagement committee. Attends and reviews all materials for all committee meetings managed by the development team.
- **Public Presentations:** Present fundraising-specific information to the Conservancy's executive committee, board and advisory board, and various committees when necessary.

Qualifications

- Excellent written, oral, and interpersonal communication skills
- Strong attention to detail in a fast-paced, deadline-driven environment
- 5 to 7 years of direct experience in fundraising or corporate sales
- Experience in managing a small team
- Ability to multi-task and prioritize independent and team managed tasks
- Knowledge of Microsoft Office and Blackbaud's Raisers' Edge preferred
- Ability to work in a team-oriented, open-office environment
- Experience writing and editing content for print, web, and social media
- Experience working with non-profit boards and committees
- Bachelor's Degree or higher
- Flexibility in availability for occasional evening and weekend events
- All candidates must pass a pre-employment background check

Application Instructions

Qualified candidates should mail or email a cover letter, résumé, and list of references to:

Doreen Stoller
President
Hermann Park Conservancy
1700 Hermann Drive
Houston, Texas 77004
Email: development@hermannpark.org

If submitting via email, please send documents as PDFs. No phone calls please.

Hermann Park Conservancy is an equal-opportunity employer.