Director of Development

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG will open an oasis in the City of Houston this Fall on a beautiful 132-acre site on Sims Bayou leased from the City. HBG is building an organization and a staff to inspire people to love plants and be good stewards of the natural world. HBG raised over $38.5 million for its Grow Houston’s Garden capital campaign to construct the first phase of a world-class botanic garden.

The Houston Botanic Garden is seeking a Director of Development who will report to the Vice President of Development and will lead and collaborate on a variety of development functions. The ideal candidate is a donor-focused, self-motivated, detail-oriented, responsible individual who exercises good judgment, is able to effectively juggle multiple tasks, and desires to work in a dynamic organization in a stage of rapid growth.

Main Job Responsibilities:

- Participate in creating, implementing, and evaluating a comprehensive fundraising program.
- Support VP of Development and President in coordinating and preparing for meetings with and presentations to prospects and donors.
- Build on successful capital campaign to identify, cultivate, solicit, and thank donors and prospects.
- Together with VP of Development, innovate, launch, and evaluate new fundraising efforts, including new events, corporate sponsorship program, and membership.
- Plan and execute improved annual giving campaign.
- Manage day-to-day fundraising activities, including database and tracking and donor communications.
- Maintain gift recognition programs.
- Coordinate development team’s involvement in migration to new integrated database software.
- Staff Development Committee and Board meetings as needed.

Qualifications and Experience Requirements:

- Bachelor’s degree in related field from an accredited college or university.
- Minimum of 5-10 years demonstrated successful experience in fundraising.
• Excellent organizational, interpersonal, communication (oral and written), and problem-solving skills
• Proficiency with donor database software, Microsoft Word (including mail merges), Excel, and PowerPoint
• Flexibility to occasionally work in the evenings and/or on weekends
• Ability and willingness to travel locally as needed; valid Texas driver’s license and requisite auto insurance
• Position subject to passing a criminal background check

Ideal Candidates will also possess:

• Ability to effectively manage multiple priorities simultaneously
• High level of attention to detail, accuracy, and thoroughness
• Strong ability to identify and understand others’ emotions and motivations
• Demonstrated commitment to making clear decisions and exercise discretion in the best interest of the organization
• Ability to work cooperatively and effectively with others
• High level of personal and professional integrity, responsibility, and trustworthiness
• Ability to maintain composure, be flexible, and thrive in a dynamic environment
• Resourcefulness and creativity in problem solving
• A positive, can-do attitude and willingness to "roll-up sleeves"

Benefits: Medical, dental, and vision insurance, retirement savings match, short-term disability, long-term disability, and life insurance available.

Application Procedure: Interested candidates should send a resume and cover letter to hr@hbg.org. We will contact those candidates who most closely match our requirements.

Thank you for your interest!