



Advancement Director

Bayou Land Conservancy (BLC) is a nonprofit organization that preserves land along streams for flood control, clean water, and wildlife. Since 1996 BLC has been at the forefront of land conservation in the Houston region. With more than 15,000 acres protected in SE Texas, our land protection focus is the Lake Houston watershed, an area that provides drinking water for millions of people each day. Our community engagement programs are centered on our 15-mile Spring Creek Nature Trail near The Woodlands, and our 117-acre Arrowwood Preserve near Tomball.

Advancement Director:

The Advancement Director (AD) is responsible for marketing, communication, programs and events related to fundraising and building community support. In collaboration with the Executive Director (ED) and the Board of Directors (BOD), the AD will manage the development staff and Donor Relations Committee, develop, and implement a comprehensive program for annual giving, major gifts, special events and fundraisers, foundation grants, corporate relationships, and other fundraising programs that support the advancement of Bayou Land Conservancy.

Key Duties & Responsibilities:

- Develops plans to achieve the organization's annual and long-range fundraising goals
- Engages board and donor relations committee members in all fundraising activities
- Identifies new donor prospects and cultivates current donors
- Conducts major gifts cultivation, solicitation, and follow-up
- Conceives and implements a plan to engage corporate sponsors and donors, and develops other corporate partnership opportunities
- Executes grant writing and funding proposals and works with leadership to identify and cultivate new funding opportunities
- Oversees the development, production, and dissemination of materials for fundraising activities, public communications, press releases, and other outreach materials. Review social media platforms and all mailings to ensure consistency with communications strategy.
- Works with support staff to ensure accuracy and full utilization of donor database (Salesforce), this includes recommendation of products or processes that will enhance the utilization of donor database
- Plans and manages major donor and stakeholder engagement through events, stewardship activities, mailings, and emails; attend/execute events and activities
- Ensures BLC's Diversity, Equity, Inclusivity & Access (DEI&A) goals are appropriately reflected in donor programs and communications with members and the public; and support BLC's DEI&A Plan
- Other duties as assigned

Qualifications:

- Bachelor's degree with CFRE preferred
- Minimum of five years of progressively responsible experience in fund development
- Knowledge of Houston's corporate, philanthropic, and nonprofit community
- Proven track record of soliciting and closing major gifts of \$25,000 or more from individual donors, foundations, and corporate partners
- Strategic planning skills
- Strong management and time management skills, with the ability to prioritize numerous ongoing projects
- Experience managing a team
- Excellent written and oral communication skills; strong attention to detail
- Discretion with sensitive information and ability to maintain confidentiality
- Experience with digital and online fundraising
- Ability to interact with donors, board members, and staff at all levels
- Ability to multi-task in a fast-paced environment
- Computer skills including familiarity with donor tracking software, Microsoft Office, and web-based fundraising systems

Location & Physical Requirements:

- The position is based in-person at BLC's office in Spring, TX
- Some evening and weekend hours may be required for occasional donor events and special projects
- Frequently sit for long periods of time
- Frequently speak, read, write, and use a computer keyboard
- May require occasional standing, walking, lifting, stooping, and bending

Compensation & Benefits:

- Salary commensurate with experience; annual salary range \$70,000-\$85,000
- Benefits include health insurance, retirement plan match contribution, paid vacation, 11 paid holidays, and optional 9-80 flex schedule; hybrid work-from-home schedule is negotiable
- Salaried, full-time exempt position, not eligible for overtime

Application process:

Interested applicants should send a cover letter and resume in a single PDF file to info@bayouland.org with the subject line "Advancement Director". No calls please. Selected candidate will be required to pass a background check and provide references upon request.

Bayou Land Conservancy is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic. We value people of all experiences, backgrounds, and perspectives, and we understand that diverse perspectives are crucial to ensuring a successful organization.