

## Job Description

**Job Title:** Development Director

**Reports To:** Executive Director

**Location:** Bellaire, TX (In-person with flexibility)

**Employment Type:** Full-Time, Salaried (Exempt)

### **Position Overview:**

The Development Director reports to the Executive Director and works closely with the Board of Directors, staff, and volunteers. This role is responsible for leading and implementing all aspects of fund development, including individual giving, corporate and foundation partnerships, major gifts, grant writing, donor cultivation and stewardship, fundraising events and bringing the Enchanted Woods campaign to fruition.

The Development Director also manages systems and processes for donor data, acknowledgements, and reporting, working in close collaboration with the Office and Facilities Manager. They will serve as the primary planner for the Nature Discovery Center's major fundraising events - Pumpkin Patch and Twilight Gala - as well as smaller cultivation events throughout the year.

This is a dynamic, externally facing role for a proactive, people-oriented fundraiser with a strong strategic mindset, a flair for event planning, and a deep appreciation for nature and community.

### **Key Responsibilities:**

#### **Fund Development Strategy**

- Design and implement a comprehensive annual development plan alongside the Executive Director to raise \$175k+ in public support and increase program revenue
- Manage and improve our NDC Membership program, evaluating and updating member benefits, maintaining regular member communication, and leading Member events.
- Cultivate, solicit, and steward relationships with individual donors, foundations, and corporate partners
- Identify and pursue new funding opportunities that align with NDC's mission and goals
- Lead the final phase of the Enchanted Woods capital campaign, working to secure the remaining \$700,000 through a strategic mix of major gifts, corporate sponsorships and foundation support.

#### **Donor Cultivation & Stewardship**

- Manage the full donor cycle, from identification and engagement to solicitation and stewardship
- Collaborate with the Executive Director and Development Committee to deepen donor relationships
- Oversee donor communications and recognition, working closely with the Media Coordinator
- Serve as the primary relationship manager for capital campaign donors and prospects - building trust, scheduling meetings, preparing materials, making tailored asks, and providing regular campaign updates in coordination with the Executive Director.
- Partner with the Executive Director and Media Coordinator to produce high-quality EW campaign communications, including progress reports, recognition pieces, and public announcements

### **Grant Writing & Management**

- Research, write, and submit grant proposals and reports in partnership with the Executive Director and grant writer (during transition)
- Track deadlines, deliverables, and reporting requirements in coordination with internal systems

### **Event Planning & Execution**

- Lead planning and logistics for all fundraising and cultivation events, including:
  - Pumpkin Patch Festival (October): ~300 volunteers, increase revenue from \$39k to \$50k+
  - Twilight Gala (November): Goal to increase revenue from \$41K to \$95K
- Seasonal member events, community dinners, donor appreciation, and other creative fundraising initiatives

### **CRM, Reporting & Systems Management**

- Maintain accurate donor and gift data in NEON; support CRM improvements in partnership with the Office and Facilities Manager, Programming team and Executive Director
- Develop or refine tracking tools, acknowledgment systems, and fundraising reports

- Ensure gifts are properly coded, processed, and acknowledged in a timely, professional manner
- Produce and distribute our Annual Report (or Year in Review) in collaboration with the Executive Director and marketing coordinator.

### **Board & Volunteer Engagement**

- Serve as team lead for the Development Committee; attend Board meetings and provide regular updates
- Serve on the EW Capital Campaign Committee; attend Committee meetings and provide regular updates
- Collaborate with volunteers and Board members to support fundraising efforts and events
- Cultivate a culture of philanthropy across the organization

### **Community Engagement & Representation**

- Represent NDC at community events, donor meetings, networking functions, and partner gatherings
- Partner with the Executive Director to strengthen NDC's visibility and reputation among key audiences

### **Qualifications:**

- Minimum 5 years of progressive experience in nonprofit development, with proven success in individual giving, grant writing, major gifts and event fundraising
- Strong experience planning and executing fundraising events - from vision to wrap-up
- Exceptional written and verbal communication skills - warm, clear, and adaptable across audiences (donors, board members, volunteers, team)
- Proficiency in Microsoft Office and CRM systems (we use NEON, but open to others) and strong comfort with data tracking, reporting, and donor stewardship systems
- Demonstrated experience working with volunteers and boards; able to inspire and coordinate a wide range of stakeholders

- Strong strategic thinking and organizational skills, with an ability to set priorities, manage details, and follow through
- Self-motivated, enthusiastic, and proactive - comfortable working independently and collaboratively in a small, dynamic environment
- Calm under pressure, particularly when managing events or navigating difficult conversations
- A passion for community, connection, and nature-based education

***Preferred:***

- Experience with capital campaigns
- Grant reporting experience (as well as writing)
- Previous work in nature centers, informal science institutions, or community-based nonprofits
- Familiarity with NEON CRM or similar systems
- Experience developing or refining internal fundraising systems and tools
- Ability to assess and recommend CRM platform improvements in partnership with staff

**Compensation:**

- Salary range: \$70,000 - \$75,000, commensurate with experience
- PTO and holidays
- A supportive, nature-rich workplace that values collaboration and balance