



Job Title: Development and Membership Manager

Status: Full-time, Exempt

Reports to: Chief Development Officer

Buffalo Bayou Partnership

Established in 1986, Buffalo Bayou Partnership (BBP) is the non-profit transforming and revitalizing Buffalo Bayou, Houston's most significant natural resource. The organization's geographic focus is the 10-square mile stretch of the bayou that flows from Shepherd Drive, through the heart of downtown into the East End, and on to the Port of Houston Turning Basin. BBP creates and cares for inclusive public spaces including Buffalo Bayou Park, constructs hike and bike trails, and removes trash from the waterway. Buffalo Bayou Partnership also activates the bayou through unique programs, public art, volunteer events and recreational opportunities that enrich the quality of life in Houston.

Development and Membership Manager Position Summary

The **Development and Membership Manager** will work in close coordination with BBP's Chief Development Officer to develop and implement the organization's strategic fundraising plan, including major gifts, annual fund, signature events, and capital campaigns.

The Manager will assist with the identification, cultivation, and solicitation of corporate, individual, government and foundation contributions to support BBP's general operations, programs and capital projects. The Manager will also be responsible for the organization's membership program and oversee development systems.

Duties and Responsibilities

- Responsible for all aspects of BBP's membership program including the young professionals group, The Currents. Devise and implement campaigns to recruit/retain members; plan and execute members-only and recruitment events; ensure fulfillment of membership benefits; and coordinate annual fundraising event presented by The Currents.
- Assist with fundraising/sponsorship solicitations for signature events and programs and ensure fulfillment of donor benefits.
- Oversee the donor database (eTapestry), with assistance from the Office Manager, including gift entry, constituent coding, regular reconciliation with Finance Department, database organization and reporting.
 - Track pledges, manage gift invoices, and produce pledge reminders.
 - Build, update, and manage online giving web forms, specific to giving initiatives and events.
 - Compose thank you letters and oversee gift acknowledgement process.
- Assist with grant writing and assembly of grant application supplemental materials.
- Coordinate and produce development mailings (both physical and electronic), including annual mailers such as the end-of-year appeal.

- Create frequent and varied development reports to analyze income, track campaign progress, and advance donor stewardship and cultivation.
- Identify new donor prospects and assist in cultivating current, lapsed, and potential donors.
- Represent BBP at various meetings, outreach events, and speaking engagements.

Knowledge and Skills

- Excellent written and oral communication skills and interpersonal skills
- Extremely detail oriented with demonstrated organizational and task management abilities
- Ability to work independently and take initiative
- Sound judgement in decision-making and exceptional boundaries related to confidential information
- Competency in organizing special events, grant writing, community relations, and budget development/management
- Ability to represent BBP with a high level of integrity and professionalism
- Team player who can interface with all levels of staff, volunteers, and community members
- Knowledge of eTapestry or similar donor-management web-based and/or software system
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook and Adobe
- Ability to work occasional evenings and weekends as needed

Educational Qualifications and Experience

- Bachelor's degree, preferably with emphasis in non-profit management, business, communications, public relations, journalism, or English
- Five years of relevant work experience in fundraising, membership program development, and/or non-profit management
- Proven track record in developing successful donor relationships
- Capital campaign experience a plus

Salary and Benefits

Buffalo Bayou Partnership offers competitive salaries and excellent benefits

Please submit cover letter and resume by email with the Subject Line: Development and Membership Manager to:

jobs@buffalobayou.org

Buffalo Bayou Partnership
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