



Buffalo Bayou Partnership

Position Announcement:

Annual Giving Manager

Reports to: Vice President of Development
Classification: Full-Time, Exempt
Weekly Schedule: 8:30am – 5:30pm, Monday through Friday
Office Location: 1019 Commerce Street, Houston, TX 77002

Buffalo Bayou Partnership

Established in 1986, Buffalo Bayou Partnership (BBP) is the non-profit organization creating and stewarding welcoming parks, trails, and unique spaces, connecting Houstonians with the city's most significant natural waterway. The organization's focus is the 10-mile stretch of the bayou that flows from Shepherd Drive, through the heart of downtown and the East End, and on to the Port of Houston Turning Basin. In addition to spearheading award-winning green spaces such as Buffalo Bayou Park, BBP also operates comprehensive green space and waterway maintenance programs and engages tens of thousands of visitors each year through dynamic programming, public art, volunteer events, and recreational opportunities that enrich the quality of life in Houston.

Position Summary

The Annual Giving Manager develops and implements strategies to solicit and secure donations to support BBP's general operations, creating campaigns through various channels and managing the membership program and fundraising events.

Duties and Responsibilities

- Campaign management: Plan, execute, and manage multi-channel fundraising campaigns, including direct mail, email, digital, and phone solicitations.
- Donor relations: Identify, cultivate, and steward relationships with current and prospective annual donors and members.
- Data and reporting: Track and analyze fundraising data to measure progress against goals, create reports for leadership, and inform future strategy.
- Communications: Develop compelling and consistent messaging for appeals, impact reports, and stewardship materials across all platforms.
- Database management: Ensure the accuracy and integrity of donor records within the database, including gift entry and acknowledgement.
- Budget development and tracking: Develop annual budget for all fundraising campaigns and events and monitor revenue and expense projections to track progress.
- Responsible for all aspects of BBP's membership program, including the young professionals and the Patrons (upper-level members). Duties include but are not limited to:

- Devise and implement campaigns to recruit/retain members.
- Develop annual calendar of member perks/benefits and ensure fulfillment.
- Manage member communications and work in collaboration with Marketing and Communications Department on promotion.
- Oversee the planning and execution of all BBP fundraising events, including the annual gala. Duties include but are not limited to:
 - Work with Vice President of Development to set event revenue goals, budgets, dates, and chairpersons.
 - Coordinate all aspects of fundraising for events, including table/ticket sales/registrations, sponsorships, and in-kind donations.
 - Manage the creation of all event-related materials, both print and electronic, including save-the-dates, invitations, programs, scripts, and more.
 - Coordinate all event logistics, including catering, rentals, décor, entertainment, A/V, valet, and security.
 - Work collaboratively with the Director of Programming on race logistics for the Buffalo Bayou Partnership Regatta (March).
- Manage the sponsorship solicitations for Kids Day (October) and ensure fulfillment of sponsor benefits.
- Act as first point of contact for all third-party event fundraisers and to offer support where needed.
- Assist the Vice President of Development with additional cultivation and fundraising events.
- Represent BBP at various meetings, outreach events, and speaking engagements.

Qualifications

- Bachelor's degree preferred
- Five (5) years of relevant work experience in fundraising, membership program development, fundraising event coordination, and/or non-profit management
- Proven track record in developing successful fundraising events and/or programs
- Excellent written and oral communication skills and interpersonal skills
- Extremely detail oriented with demonstrated organizational and task management abilities
- Sound judgment in decision-making and exceptional boundaries related to confidential information
- Competent in organizing special events, community relations, and budget development/management
- Knowledge of eTapestry or similar donor-management web-based and/or software system
- Proficient in Microsoft Office Suite and Adobe

Abilities

- Work independently and take initiative
- Represent BBP with a high level of integrity and professionalism
- Be a collaborative team player committed to maintaining positive engagement with all levels of staff, volunteers, and community members

- Work occasional evenings and weekends, as needed

Salary and Benefits

Buffalo Bayou Partnership offers a competitive salary and excellent benefits.

BBP is an Equal Opportunity Employer.

To Apply:

Please submit resume and cover letter via email to:

jobs@buffalobayou.org

Subject line: Annual Giving Manager

No phone calls please.