



#### **ORGANIZATIONAL BACKGROUND**

The Coastal Prairie Conservancy (CPC) was formed in 1992 to sustain a resilient Texas by preserving coastal prairies, wetlands, farms, and ranches to benefit people and wildlife forever. CPC is a nationally accredited 501(c)(3) non-profit organization located in Houston, Texas. CPC is also one of the largest local land conservation organizations, by acreage, in southeast Texas, protecting over 31,000 acres of coastal prairie.

CPC has a diverse and experienced staff, consisting of 9 full-time employees as well as various part-time employees and contractors engaged for special projects. CPC is supported by nearly 2,000 volunteers each year, from board and committee members to stewardship and outreach volunteers. CPC is considered a leader in local land protection, and numerous conservation and restoration programs are used as regional examples of success.

#### **ADVANCEMENT DIRECTOR**

The Advancement Director reports directly to the President and Chief Executive Officer and serves as a key member of the senior staff. The Advancement Director is responsible for programs and events relating to fundraising and communications. In collaboration with the President and CEO, Board of Trustees, and consultant(s), he or she will manage the advancement staff and functions, including strategically developing and implementing a comprehensive program for annual giving, major gifts, capital campaigns, annual gala, gift records and data management, communications, planned giving, and donor stewardship.

#### **KEY DUTIES AND RESPONSIBILITIES**

- In cooperation with the President and CEO, develops a comprehensive fundraising plan to achieve and expand the annual and long-range philanthropic support of the organization.
- Engages board and development committee members in all fundraising activities.
- Identifies new donor prospects and cultivates current donors.
- Conducts major gifts cultivation, solicitation, and follow-up.
- Oversees a year-end fundraising campaign and an annual gala.
- Executes grant writing and funding proposals and works with leadership to identify and cultivate new funding opportunities.
- Works collaboratively with the Advancement team, Board of Directors, volunteers, and other internal stakeholders to achieve fundraising goals and advance CPC's mission and strategic objectives.
- Supervise reporting to foundations, corporations, and federal and state agencies, working with accounting and advancement staff.
- Oversees timely and effective donor acknowledgement database (DonorPerfect), working with advancement staff.
- Creates fundraising and communications materials, including social media, e-newsletter, and printed materials.
- Develops materials for Advancement Committee meetings, attends meetings, and manages follow-up activities.
- Other duties as assigned.

## QUALIFICATIONS

- Bachelor's degree with CFRE preferred.
- Minimum of 5 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 project 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 effectively with donors, board members, and staff at all levels.
- Ability to multi-task in a fast-paced office 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 in CPC's Houston office;
- Some evening and weekend hours may be required occasionally for donor events and special projects;
- Frequently sit for long periods of time;
- Frequently speak, read, write, and use a computer keyboard; and
- May require occasional standing, walking, lifting, stooping, and bending.

## COMPENSATION

- Salary commensurate with experience; range \$80,000 - \$95,000;
- Benefits include Health Insurance and Retirement Plan Contribution, paid vacation, and CPC holidays;
- As an exempt, salaried employee, the Advancement Director is not eligible for overtime.

## APPLICATION PROCESS

Interested applicants should send a cover letter and resume in a single file PDF to [info@coastalprairieconservancy.org](mailto:info@coastalprairieconservancy.org) with the subject line "Advancement Director." No calls please. Candidate will be required to pass a background check and provide references upon request. Are you concerned that you do not meet every requirement listed? Apply! At CPC, we are committed to building a diverse, inclusive, and authentic workplace. So, if you're interested in this position, but your experience or qualifications don't align perfectly, we encourage you to submit your application.

*The Coastal Prairie Conservancy (CPC) is a 501(c)(3) land trust accredited by the Land Trust Accreditation Commission. As an equal employment opportunity employer, CPC is committed to maintaining a non-discriminatory work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law. CPC is committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, and innovation.*