



ABOUT DISCOVERY GREEN ®

Discover your passion in an environment that prioritizes a collaborative team approach to the workplace. Discovery is in our name; curiosity, creativity, and customer service are in our DNA. Are you ready to see your dedication translated into joy, magic, and inspiration? Then join our team today!

Discovery Green is downtown Houston's iconic 12-acre urban park and event venue acclaimed for its innovative programming, transformational impact, and inclusive atmosphere. Opened in 2008, it is a privately funded green oasis managed and operated for the public by the nonprofit *Discovery Green* Conservancy. The park welcomes approximately one million annual visitors who enjoy its lawns, performance stages, gardens, playground, lake, public art, restaurants, and more. The Conservancy works with hundreds of programming partners to present artistic, musical, educational, family-friendly, and health-focused events each year, which are freely accessible to the public. As a nonprofit organization, the Conservancy raises all the funds needed to support these programs and the facilities that Houstonians enjoy.

DEVELOPMENT ASSISTANT

The Development team secures the financial resources necessary to achieve the Conservancy's mission and goals. The Development Assistant reports to the Development Director, working collaboratively with the Marketing, Programming, Finance and Operations departments, as necessary. This position is responsible for expanding the membership program and the Annual Fund, including developing and implementing annual membership strategies, campaigns, and events. The position also serves as a database administrator.

Primary Objective: Assist the Development Director in achieving the Conservancy's short- and long-term fundraising goals with specific responsibility for coordinating and managing a comprehensive membership program, the Annual Fund program, the donor database, and special fundraising and donor cultivation events. Manage all membership and annual gift records to achieve financial goals and to ensure that the organization's obligations to its members and donors are fulfilled. In addition, this position will assist with developing onsite giving initiatives, represent Discovery Green at onsite programs and events, and assist with special fundraising events.

The best candidate will be able to show: Ability to design, organize and track fundraising appeals and interpret trends; proven ability to work independently and within budget; ability to manage strong relationships with a variety of constituents; ability to function effectively as team member and a willingness to participate in activities and assignments that help meet the goals of and objectives of the organization; strong organizational skills and proficiency with data tracking systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

MEMBERSHIP

Competencies include organizational skills, time management and emotional intelligence

- Organize and manage the membership program including the development and implementation of benefits, member cultivation, and retention strategies
- Identify membership goals and plan and implement campaigns for gaining new members, reinstating dropped members, and increasing the membership retention rate
- Oversee onsite membership sales and coordinate info table and kiosk setup with the Ambassador sales team for park events
- Coordinate with marketing department to capture membership testimonials, and design collateral and welcome packet
- Plan and implement membership activities, ensuring members are well informed about Discovery Green and its activities and events
- Manage member donor records and profiles in Raisers Edge database
- Train and supervise volunteers and staff on membership promotions and benefits, as needed

ANNUAL FUND

Competencies include time management and attention to detail

- Coordinate with Development Director in preparing Annual Fund campaigns, including communications, acknowledgements, and recognition to members and donors
- Coordinate postal and digital giving campaigns including spring, fall, Giving Tuesday, End of Year, Plaques & Pavers, and other targeted initiatives
- Develop a monthly/recurring giving program
- Develop content and solicitation strategies in coordination with marketing department, including website, postal mail, email, social media, text-to-give, peer-to-peer, affinity shopping programs, corporate matching program, and others
- Manage development communication calendar

DONOR RECORDS AND DATABASE

Core competencies include attention to detail and data acuity

- Serve as an administrator of the Raisers Edge database
- Maintain confidential information
- Maintain the integrity of the Raisers Edge database including timely data entry, resolution of duplicate entries, and ensuring details are complete and accurate; maintain all physical and electronic donor and departmental records
- Generate and manage all Development mailings (acknowledgments, renewals, acquisition), and generate mailing lists as necessary for Discovery Green Conservancy communications and events
- Produce reports to track fundraising results, membership acquisition and retention, pledge payments, event attendance, financial outcomes, and dashboards using Raisers Edge database
- Collect event attendance for donors, board of directors, members, and prospects
- Generate and mail acknowledgement letters and notices for financial gifts and memberships, including pledge reminders
- Analyze donor data to identify stewardship opportunities for engagement
- Consolidate contact lists and prospect information generated by all other departments within Raisers Edge

OTHER

Core competencies include attention to detail and emotional intelligence

- Assist Development Director with content for the quarterly donor newsletter
- Support gala and other major donor events with planning and staffing
- Coordinate fulfillment of sponsors' benefits with programming and marketing departments
- Generate reports and research as necessary for Development Director
- Perform other duties as assigned to achieve the mission of the Conservancy

SPECIAL SKILLS AND QUALIFICATIONS:

- Attention to detail, accuracy and follow through is extremely critical.
- Demonstrated experience with membership or sales
- Proficient with latest Microsoft Office: Word, Excel, PowerPoint
- Excellent oral and written communication skills
- Ability to multi-task and use critical/creative thinking and problem-solving skills.
- Ability to work well with staff and volunteers in an active environment
- Previous development and fundraising experience preferred
- Experience with Raiser's Edge or Blackbaud suite preferred
- Bachelor's degree preferred

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is sometimes required to stand for long periods of time; walk; use hands to grasp, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear.
- The employee may have to lift and/or move more than 25 pounds.

The Conservancy is an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion, national origin, genetic information, handicap, or status as a disabled and/or Vietnam Era veteran.

TO APPLY, SUBMIT RÉSUMÉ TO JLUIKENS@FLEXTEKRESOURCES.COM. PLEASE REFERENCE DISCOVERY GREEN DEVELOPMENT.