

ABOUT HARRIS COUNTY PRECINCT 4:

Harris County Precinct 4 is the fastest growing precinct in the third largest county in the country. Precinct 4 is home to 1.2 million residents, 1,600+ miles of roads, 11 community centers with more than 700,000 visitors annually, 62 parks and 14,000+ acres of green space. You will be surrounded by team members who bring “heart, hustle, and higher standards” to work each day. These leaders advance opportunity and justice as they deliver services to and advocate for the residents of Harris County. The team you will be joining is innovative, dynamic, and forward-looking.

ABOUT THE ROLE:

In partnership with Sr. Director of Strategic Partnerships, the Director of Philanthropy is charged with identifying, cultivating, navigating, and maintaining the external relationships for the funding and development needs to support regional growth and programming. The Director of Philanthropy is responsible for meeting ambitious stewardship and funding goals.

These goals are met through best-in-class cultivation and targeted stewardship through a diverse portfolio of events, meetings, and tours. The Director of Philanthropy works with Sr. Dir. of Strategic Partnerships and cross-divisional leaders as necessary to prioritize needs that may be met through philanthropic activities. The ideal candidate is a masterful communicator and relationship builder and is a strategic planner and executer. You will bring great interpersonal skills, an ability to work with a significant volume of highly varying data requiring rigor, a strong understanding of data systems, and ability to thrive in a complex environment. Most importantly, you will possess a deep commitment to and understanding of parks, education, health equity, economic opportunity, disaster response and social justice issues. You have enthusiasm, familiarity, and demonstrated alignment with Precinct 4's mission and a commitment to building/deepening your commitment to equity, opportunity, and justice and are dedicated to leveraging economies of scale with a mission-based and funder-centric approach to fundraising. This position requires local travel and attendance at evening and weekend events to expand the brand of Commissioner Lesley Briones. Reports to the Sr. Director of Strategic Partnerships.

PRIMARY RESPONSIBILITIES:

- Lead philanthropic funding functions and processes, partnering with the Sr. Director of Strategic Partnerships and Chief Policy and Innovation Officer, on all philanthropic funding strategies through execution to include private foundations, public-private partnerships, etc.
- Lead philanthropic data-driven research, national and local funder prospecting, planning, and implementation of activities, meeting preparation, appeals, and follow-up for aligned opportunities. Leverage funding and marketing expertise and resources to achieve goals.
- Design structure for scalable funding prospect pipeline and portfolio management process.

- Provide strategy support for prospect moves management, cultivation plans and strategies to secure funding. Create, manage and track cultivation, acknowledgement and stewardship process in ways that foster long-term engagement, partnership and investment.
- Coordinate with the Director of Innovation and grants team on strategy, applications, institutional relationships, site visits and related tracking and reporting.
- Manage strategy and execution of key events in consultation with the internal team and external consultants. Track and provide accurate and timely data on event results.
- Embody and adhere to philanthropic funding best practices, staying up to date on new approaches that ensure the effectiveness of local operations and outcomes.
- Manage donor database migration, implementation, and ongoing daily activity. Ensure integrity of donor and prospects data and compliance with entry standards for portfolios. Responsible for database reports, tracking, and reporting towards team goals.
- Maximize database functionality by working in close partnership with cross-departmental teams to identify new and better ways of using the database.
- Prepares meeting materials (memos, agendas, and collateral), reports, and presentations for leadership team, partners, and key stakeholders.
- Coordinate with finance on awards processing.
- Monitor and track assigned expense budget, revenue goals, and KPIs.
- Other duties as assigned: This job description provides a comprehensive overview of the role's responsibilities, but it's important to note that duties, responsibilities, and activities may evolve with or without prior notice.
- Supervisory Responsibilities: This role will directly manage additional new hires as the team expands.

PROFESSIONAL EXPERIENCE REQUIREMENTS:

The Director of Philanthropy should be a passionate advocate for Precinct 4's mission and values and have prior experience working within a structured and effective philanthropic department. Must have great interpersonal skills, an ability to work with a significant volume of highly varying data requiring rigor, a strong understanding of data systems, and ability to thrive in a complex environment.

EDUCATION:

- BA/BS in relevant field

EXPERIENCE:

- At least 5+ years of fundraising related professional experience

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to execute funding plans and strategies that generate significant results and proven track record initiating, stewarding, and moving philanthropic opportunities to higher levels of support
- Strong prospect research skills and a solid understanding of moves management
- Genuine relationship-building skills with the ability to inspire generosity and make prospects feel valued.
- Exceptional verbal, presentation, and written communication skills with demonstrated ability to write and edit successful and persuasive appeals, proposals, stewardship materials and other collateral.

SALARY RANGE:

- \$100,000 - 120,000 annually

Apply: <https://www.governmentjobs.com/careers/harriscountytexas/jobs/5145296/director-of-philanthropy>