

JOB TITLE: DEVELOPMENT ASSOCIATE – Major Gifts

WORK SCHEDULE: Full Time

REPORTS TO: Director of Development

JOB SUMMARY: Responsible for the generation of unrestricted individual gifts in the \$500 to \$5,000 range in support of the Society’s Zoo Guardian and Annual Fund programs. Works with Director of Development to develop tools and materials to support the Zoo Guardian and Annual Fund programs and achieve revenue goals. Ensures systematic, direct contact and follow-up with prospects. Develops and manages a select, active portfolio of 100+ individual prospects and donors. Personally solicits and closes gifts in the \$500 to \$5,000 range and works with Director of Development to meet annual revenue goals.

PRIMARY DUTIES AND RESPONSIBILITIES

- **Personal Solicitations:** Works closely with Director of Development and other staff and volunteers to identify prospects for prioritization, with a dual focus on the Zoo Guardian program and the Annual Fund. Develop an active portfolio of 125-150 qualified individual prospects for personal engagement to cultivate, solicit and close gifts in the \$500 and \$5,000 range.
Time Allocation: 40%
- **Cultivation and Solicitation:** Personally cultivates prospects via phone calls, visits, behind the scenes tours and other special zoo experiences. Ensures timely and appropriate stewardship of all successfully solicited portfolio prospects. Provides outstanding donor relations and responds to donor inquiries in a timely manner.
Time Allocation: 30%
- **Special Events:** Due to small team structure, this position will be called upon to help with Zoobilee, the Zoo’s annual major fundraiser as well as other fundraising events. Duties include soliciting sponsorships for the event.
Time Allocation: 20%

SECONDARY DUTIES AND RESPONSIBILITIES

- **Development Writing:** Develop written donor-related materials for additional Development activities including, but not limited to, *WILD* magazine, Annual Reports, member publications, website content, etc to support departmental goals and objectives.
Time Allocation: 5%
- **Data Management:** Develop and maintain complete prospect and donor files in conjunction with the Development Office filing system.
Time Allocation: 2.5%
- **Other duties as assigned**
Time Allocation: 2.5%

PERFORMANCE INDICATORS

- ✓ Success in meeting monthly personal solicitation goals
- ✓ Success in securing new Zoo Guardians and Annual Fund donors
- ✓ Success in upgrading existing Zoo Guardians and Annual Fund donors
- ✓ Success in soliciting Zoobilee sponsors

REQUIRED EXPERIENCE

5+ years successful fundraising and/or sales experience
5+ years experience successfully soliciting individual prospects and donors
5+ years experience working with leadership volunteers and committees
3+ years demonstrated success in securing corporate, foundation and government grants
Experience with Microsoft Office suite including Excel, Word, Outlook required
Blackbaud Raiser's Edge experience strongly preferred

REQUIRED EDUCATION

Bachelors Degree

REQUIRED SKILLS

Proven ability to solicit and close individual gifts up to \$5,000
Knowledge of and experience with effective individual gift solicitation techniques
Superb written skills to clearly articulate the needs and the mission of the Society
Superior financial comprehension for budget development
Excellent interpersonal skills

Ability to maintain effective working relationships with staff at all levels
Ability and willingness to collaborate and work as a team player
Motivated self-starter who can take own initiative and work with minimal supervision
Multi-tasking skills necessary in order to coordinate multiple projects and shifting priorities
Excellent time management skills necessary to establish and meet deadlines
Knowledge of professional standards for Fundraising & Development Professionals
Ability to maintain strict confidentiality
Exceptional organizational skills
Attention to detail