



Individual Giving Manager Job Posting

Roger Williams Park Zoo (RWPZ) of Providence, Rhode Island, is one of the nation's oldest zoos, exhibiting over 100 animal species. Our culture is built on our core values -community, fun, innovation, diversity, integrity, sustainability, and excellence. We value our role in the community as a treasured place for families and a trusted resource for learning; we create a sense of community for our staff and contribute to the global conservation community. We provide a fun experience for our guests and believe that a fun environment is essential to create a great workplace. We are willing to take risks, to propose novel ideas and to think "out of the box". Bold dreams are welcome here. We act with respect toward all. We value diversity. Integrity and honesty drive our business practices and our relationships with each other and our constituents. We are driven by our vision of greater sustainability in our environmental practices and in our business model. We believe that by establishing a sustainable financial base we can best achieve our goals. We are always striving for excellence. We work to exceed expectations in all areas.

RWPZ is currently recruiting a full-time, year-round, exempt, Individual Giving Manager. The Individual Giving Manager will play a key role in creating and developing a robust pipeline of mid-level and major donors, as well as serve as a leader in establishing a mid-level giving program at Roger Williams Park Zoo. As a member of the development team and representative of the Zoo, the Individual Giving Manager will be instrumental in creating, executing, and tracking institutional engagement opportunities that include, but are not limited to intimate, cultivation events; working closely with our Development Committee; creating digital and other donor communication; and overseeing the Zoo Guardian giving program. Additionally, the incumbent will be responsible for completing research for current and prospective donors, as well as maintaining and tracking all prospect management metrics in our donor database. This role is ideal for someone with a strong attention to detail, superior verbal and written skills, and the ability to handle multiple projects with competing timelines.

Responsibilities:

- Oversee the creation and establishment of a mid-level giving program; devise strategies for developing a robust pipeline to increase individual donors.

- Take a lead role in planning and executing donor events, like Whisky for Wildlife and other stewardship events. Assist with large-scale development fundraising event logistics and planning like Zoobilee.
- Create content to cultivate and steward donors through Insider e-newsletters, campaign materials, case statements, donor Gratitude Report, and other materials as needed. Assist with other content creation for the department as necessary.
- Prepare confidential briefing materials, prospect profiles, and presentation materials for the Director of Development, Board members, Executive Director, or other senior Zoo leaders for meetings, events, or other individual donor interactions.
- Track, monitor, and take the department lead on all individual donor recognition throughout the Zoo, including the bench program and re-occurring giving.
- Analyze results from current and past wealth screenings and complete research summaries and/or robust research profiles for individual donor and prospect identification and qualification.
- Oversee prospect tracking in donor database and produce reports for pipeline review and metrics management.
- Collaborate with internal departments to develop strategic outreach to donors and prospects, to generate revenue and broaden the Zoo's mission.
- With input from the Director of Development, oversee the coordination, scheduling, and execution of individual VIP and behind-the-scenes tours, encounters and stewardship activities.
- Provide honest, professional communications and customer service to donors, and the general public regarding all development inquiries.
- Work with Development and Finance in maintaining accurate fund accounting.
- Perform other duties as assigned by the Director of Development.
- Engage in fundamental advancement and AFP-accepted standards for all aspects of the gift cycle involving individual donors and prospects.
- Prepares confidential financial and data reports as required by manager.

Other functions and responsibilities (Non-Essential/Marginal Functions)

- Support and participate in the overall efforts of the Society's fundraising projects, including special events.
- Work occasional evenings and weekends, when necessary.
- Travel to donor meetings, special events, or other strategic cultivation opportunities, as needed.
- Prepare in a timely fashion any requested follow-up material to solicitations.

Required Experience, Training and/or Education

Required Experience and Education:

- College Degree or equivalent, plus a minimum of five years' experience in a not-for-profit development office or equivalent combination of education and experience.
- CRM Donor Database Management. Blackbaud/Altru experience or experience with other not-for-profit fundraising software.

Preferred Experience and Education:

- Recent Experience working with diverse populations and fluency in speaking additional language a plus.
- Prior experience working with the philanthropic community, locally, or within the state.

Competencies

- Computer proficiency in Altru or similar, MS Excel, Word, and database functions.
- Strong organizational and problem-solving skills.
- Excellent research, written, and oral communication skills.

- Superior skills in Canva, Constant Contact or similar email campaign software.
- Attention to detail and ability to prioritize tasks appropriately.
- Demonstrate an ability to meet multiple deadlines and handle multiple priorities.
- Ability to:
 - follow directions well.
 - work with minimal supervision.
 - ensure alignment with organizational goals and values by making well-informed choices when working with prospects.
 - establish and maintain effective, efficient and cooperative relationships with employees, vendors, general public, and Zoo donors and members.

Additional Requirements:

- Successful completion of a background check.
- Valid driver's license.
- Occasionally lift and/or move up to 25 pounds.

Supervisory Responsibilities:

Not applicable.

If you are interested in this exciting opportunity to be a team member at a well-renowned Zoo in the New England area, send a cover letter, resume and salary requirements to the address below.

Roger Williams Park Zoo
ATTN: Individual Giving Manager

1000 Elmwood Ave
Providence, RI 02907

-or-

employment@rwpzoo.org



ACCREDITED BY THE
**ASSOCIATION
OF ZOOS &
AQUARIUMS**



rwpzoo.org

