

POTTER PARK



Major Gifts Specialist

Job Description

Summary

The Major Gifts Specialist is responsible for the acquisition of major gifts as part of the overall fundraising effort at Potter Park Zoo. This individual oversees programs and processes to raise funds for the zoo including major gifts, capital campaign gifts, corporate gifts and other special giving programs. We are looking for an enthusiastic individual with a passion for fund development to help further Potter Park Zoo's mission.

Reports to

Zoological Society Executive Director

Hours/Schedule

40 hours/week, flexible shifts

May include occasional weekends or evenings as needed

General Responsibilities

- Develops and maintains effective, fruitful, and long-term relationships with donors
- Research prospective donors and current donors and creates reports as needed
- Responsible for networking within the fundraising community as a zoo advancement representative
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- Monitors and tracks the activities of donor cultivation
- Responsible for ensuring all fundraising materials and activities uphold the highest standard of the zoo brand integrity
- Assists in maintaining donor databases and filing system
- Creates mailing lists and reports as needed
- Other advancement department and zoo assignments as needed

Fundraising

- Raises funds to support the zoo and the zoo's mission
- Manages cultivation and stewardship efforts
- Plans and implements all capital campaigns in coordination with the Executive Director
- Responsible for overseeing all major gifts activities including:
 - Corporate sponsorship programs
 - Donor database, donor activity tracking, and fundraising program tracking
 - Prospect and donor tours and meetings
 - Special giving programs

Administrative – Major Gifts

- Responsible for tracking donations and reporting progress to the Executive Director on a regular basis
- Responsible for tracking year to year external and internal fundraising trends.
- Responsible for monthly and annual financial reports related to fundraising
- Responsible for working with other departments to promote fundraising opportunities
- Oversees the maintenance of records of expenses
- Supports efforts of other Zoo departments to encourage future funding/collaborative projects
- Creates and implements fundraising plans for special projects and programs

Additional Responsibilities

- Stays knowledgeable on AZA standards and current fundraising practices through professional development opportunities
- Answers phone calls, voice mails, and e-mails promptly
- Maintains a clean neat appearance
- Takes responsibility to stay informed about happenings at the Zoo, such as reading employee communications and attending meetings
- Reflects the qualities outlined in the Core Values
- Other duties as required

Benefits

- Unlimited Paid Time Off
- Health and Dental Coverage
- Flexible Schedule
- Professional Development Opportunities

Employee Qualifications

Education and Experience

- Bachelor's degree
- Minimum seven years of successful professional fundraising experience

Other Requirements

- Must be willing to occasionally work weekends and after-hours
- Must have a valid Michigan driver's license
- Must pass a criminal background check

Salary Range

\$80,000 - \$100,000 commensurate with experience