

POSITION DESCRIPTION

Position Title: Major Gift Officer

Reports to: Chief Development Officer

Position Level: Upper-Level

Exemption Status: Exempt (salaried)

Join Us at the Zoo

Interested in saving wildlife in wild places? At the Zoo, our job is for people to fall in love with nature. Our job is for people to have fun. Our job is to save the planet. Palm Beach Zoo & Conservation Society's mission is to inspire people to act on behalf of wildlife and the natural world. By joining our team, you'll become a critical part of a conservation organization at a thrilling time as we expand our team to build the Zoo of the future. Help create innovative animal habitats while saving animals in the wild. Joining a passionate team that gets to work around koalas, jaguars, panthers while actively doing conservation work in the field from corals to Florida panthers. A green sustainable work place that embraces DEAI we are actively creating a more diverse and thriving work force.

Position Summary

The Major Gift Officer is responsible for raising significant funds through major gift prospect cultivation, solicitation, and stewardship with a special focus on five, six and seven figure gifts to support the Zoo's upcoming capital campaign and into our exciting future. This position has direct impact on the Zoo's reputation among our community and involves relationship building with external ultra-high net worth stakeholders, including but not limited to: Board of Directors, major donors and prospective major donors in the Palm Beach area. This is currently a hybrid(Remote/In-Office) position. Must be able to accommodate a flexible schedule to attend Zoo and community events that often occur on weekends and evenings.

Essential Position Functions

- Support the CDO in successfully implementing the organization's comprehensive capital fundraising strategy by overseeing a portfolio of 100-150 high net worth individuals
- Develop individual donor strategies and close 5-7 figure gifts
- Independently exercises ethical and sound judgement, maintains the highest standards of donor privacy and confidence
- Works with the Development Office staff to effectively research prospects, wealth screen current and new donors, develop donor proposals and successfully move prospects to lifetime engagement of giving
- Work with the Development Office staff to help manage gift agreements, sponsorship fulfillment, event attendance and donor stewardship

Other:

- Attend development and program specific events on behalf of or with the CDO which may include holidays and weekends

- Adhere to all Zoo policies and procedures
- Adhere to, uphold Zoo's values in relation to conservation and caring for our blue and green planet, animal care and wellness, safety, guest hospitality, and community engagement
- Demonstrate core values of kindness and joyfulness, creativity, respect, commitment, responsibility/accountability, and professionalism

Education Requirements and Technical Skills

- Bachelor's degree or the equivalent combination of education and experience
- CFRE preferred; prior fundraising or sales with Palm Beach donors a plus
- Demonstrated success in fundraising with a minimum of three to five years of related professional experience, preferably with capital campaign fundraising experience
- Must understand the importance of ultra-high net worth donor engagement and stewardship
- Strong relationship skills and ability to convert prospects to supporters of the Zoo

Skills and Competencies:

- **Teamwork** — supporting, facilitating, and participating in activities that promote team effectiveness; demonstrating sensitivity for the feelings and needs of team members and supporting team goals.
- **Communication (oral and written)** — Effectively expressing ideas verbally and non-verbally and actively listening to individuals; preparing and focusing presentations to the characteristics and needs of the audience; strong writing and editing skills for a variety of audiences.
- **Diversity and Inclusion** – Demonstrates behaviors that includes fairness, respect, inclusiveness, empathy, integrity, and ethical conduct. Fosters a climate and culture in which each person is accepted and has the opportunity to grow and develop. Practices behaviors that promote diversity and inclusion in dealings with and on behalf of the Zoo, consistent with laws, regulations and Zoo policies.
- **Integrity/Trust** — Maintaining social, ethical, and organizational values and norms; building trust and confidence with the staff and with internal and external customers; respecting the confidentiality of personal and proprietary information.
- **Customer Focus** – Demonstrates courtesy, cooperation and friendliness with donors, the public, staff, volunteers and guests. Actively listens, anticipates and evaluates the customer's needs. Ensures that customer satisfaction is a priority in all areas of responsibility.
- **Professional/Technical Knowledge and Competency** — Remains current on fundraising trends; maintains proficiencies.
- **Relationship Management** — Attention to detail, especially in regards to donor preferences, lifestyles as they related to fundraising strategies.

What We Offer:

- A competitive salary, commensurate with your skills and experience
- An EXCELLENT benefits package (current year/plan), which includes:
 - 100% paid employee level coverage for designated medical & dental plan
 - 100% paid coverage for 100K of life insurance
 - 100% paid short-term disability
 - 100% paid long-term disability
- 401K – Employer contributes 3% of your salary
- Optional vision, accident and critical illness coverages available through pre-tax payroll deductions
- Generous paid time off policy, Zoo Membership and FREE admission to other Florida Attractions!

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Palm Beach Zoo is an equal opportunity employer and makes all employment decisions, including those related to recruitment, hiring, training and promotion without regard to race, religion, color, gender, sexual orientation, national origin, age, disability, veteran status or any other characteristic protected by law.

TO APPLY:

Email your cover letter and resume to jobs@palmbeachzoo.org - **Please include your name followed by “Major Gift” in the subject line of the email.** The position will be open until filled. We will contact qualified candidates whom we have chosen to move forward in the interview process.