Job Title: **Senior Donor Relations Specialist**
Department: Donor Relations
Supervisor: Manager of Donor Relations
FLSA Status: Full Time, Regular, Exempt
Starting Salary: $60,478
Application Submission Deadline: 09/07/2022

General Statement:
The Senior Donor Relations Specialist is responsible for expanding the current donor base, consisting of individuals, foundations, philanthropic community members and nurturing relationships with current donors to retain and advance those relations. In collaboration with the Donor Relations team, this position will focus on obtaining philanthropic support for annual operating and capital campaigns to sustain the Zoo’s activities in the near and long-term. Duties include grant writing, managing and stewarding deliverables of the Supporting membership, Premier Passport Program, and Wolfpack Monthly Giving Program, and also includes growing and supporting community fundraising programs, such as Amazon Smile, Fry’s Community Rewards, Arizona Gives Day and Giving Tuesday. This position serves as the staff liaison for the Wildest Club in Town.

Essential Duties:
1. Provide quality guest service to both internal and external guests by maintaining a WILD (friendly, helpful, positive and professional) working attitude and appearance.
2. In collaboration with the Manager of Donor Relations, foster the Supporting Level membership program to increase annual giving through retention and stewardship, while providing administrative support of this program.
3. Manage and administer the Premier Passport Program to further donor engagement in collaboration with the Manager of Donor Relations and Senior Vice President of Institutional Advancement.
4. Manage the Monthly Giving Program to increase and retain participation, while engaging these donors.
5. Provide oversight and grow supporting community fundraising programs, such as Amazon Smile, Fry’s Community Rewards, Arizona Gives Day and Giving Tuesday and seek new passive funding opportunities.
6. Nurture relationships with existing donors with the objective of retaining and expanding those relationships. This includes participating in and leading donor tours.
7. Serves as the staff liaison for the Wildest Club in Town, the Zoo’s professional networking volunteer group, with the objective of expanded financial support for the Zoo.
8. Interface with the Donor Relations Specialist and Coordinator to ensure all aspects of donor engagement, such as proper acknowledgement, membership renewal and donor recognition.
9. Meet or exceeds fundraising goals, objectives, and analysis of results from the fundraising programs.
10. Responsible for writing and seeking grant opportunities for annual operating and capital support.
11. Participate in donor special events and annual fundraising special events.
12. Supports maintenance of Raisers Edge and updates donor records with notes after each communication.
13. Understand and adhere to the ACNC’s mission, policies, company culture, values, history, programs, and finances.
14. Demonstrate a commitment to the ACNC’s safety policies by adhering to all environmental, safety, and health regulations and procedures.

This is by no means an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs, or technological developments).

Qualifications:
1. Bachelor’s degree in non-profit management, business development or related field preferred.
2. Minimum 3 years of experience in grant writing, or similar experience with a proven track record of success in the solicitation of individuals, philanthropic gifts, and stewardship.
3. Knowledge of Raiser’s Edge or similar donor software required.
4. Proficiency in Microsoft Office applications required.
5. Dynamic and effective verbal and written communication and public speaking skills.
6. Must be goal and detail-oriented; ability to be proactive, take initiative, and be productive.
7. Quantifiable sales skills and strong organizational skills.
8. Ability to manage multiple projects concurrently and meet deadlines.
9. Positive personality and respect for confidentiality a must.
10. Availability to work some weekends throughout the year.
11. Ability to work outdoors in extreme weather conditions when schedule requires.
12. Possession of a valid driver license.
13. Ability to pass pre-employment background and DMV check, drug test, and annual TB test.

To apply, applicants can visit our careers page here: https://www.phoenixzoo.org/careers/job-openings/