

**Position Title :** Senior Development Manager

**Organization :** Buffalo Zoo

**AFP-WNY Post Date :** 6/9/2020

**DEADLINE TO APPLY: 6/19/20**

The Buffalo Zoo is seeking a dynamic, energetic, and experienced Senior Development Manager to develop and implement a strategy to raise funds and cultivate relationships.

### **BASIC PURPOSE AND RESPONSIBILITIES**

The Senior Development Manager is responsible for assisting in strategy development and implementation of fundraising, membership and external relations programs for the Buffalo Zoo. Reporting to the Chief External Relations Officer, the successful candidate will be responsible for developing fundraising campaigns, communicating with current and prospective donors and growing a strong development team for our organization. This position involves all aspects of resource development including individual and corporate gifts, as well as planned and annual giving campaigns.

### **PRIMARY DUTIES & RESPONSIBILITIES**

- Create and implement an annual fundraising plan that includes a comprehensive strategy on how to reach all development and fundraising goals including but not limited to donor events, grants, planned giving, major gifts and government relations.
- Actively seek donations and provide excellent stewardship and acknowledgement of donors and prospects.
- Create a cultivation strategy for donors, including face-to-face meetings.
- Leads and directs the work of a team, ensuring their work is driving revenue and contributing to overall development and fundraising goals.
- Research, write, submit, and monitor grants including government funding and private foundation applications.
- Prepare and monitor the development and membership operating budget and all departmental expenditures according to policy standards.
- Make public appearances and accept speaking engagements to promote the mission and programs of the Buffalo Zoo.
- Stays on top of trends and developments concerning philanthropic giving, membership and the fundraising climate, and provides recommendations on modifications to strategy to ensure continuous success.
- Serve as the primary staff liaison to the Development Committee of the Board and the Wildlife Conservation Gala Committee as well as the Zoological Society's Foundation.
- Along with the Chief External Relations Officer, participate in strategic planning, business planning, budget preparation and implementation/support of Zoo programs.

- Performs other duties as assigned by the Chief External Relations Officer.

## POSITION QUALIFICATIONS

*Education (Minimum Needed):* Bachelor's degree.

*Experience (Minimum Needed):*

- Five years' experience in development and fundraising field with a proven track record, particularly in development strategy, major gift fundraising and relationship management.
- Five years' supervisory experience.
- Knowledge of and experience in the Western New York philanthropic community is highly desired.
- Demonstrable experience in grant writing.

*Special Skills:*

- CFRE credential preferred.
- Exceptional relationship building and interpersonal skills with a wide variety of audiences including staff, board members and other stakeholders.
- Ability to lead and multi-task while providing outstanding service in all communications.
- Ability to provide strong management in a collegial environment.
- Outstanding verbal and written communication skills; ability to produce compelling written materials.
- A track record of leadership, taking initiative, and relentlessly pursuing results.
- Display a positive attitude, demonstrate presence, polish and self-confidence.
- Must embrace the mission of the Buffalo Zoo.
- Knowledge of and competence in Google applications, MS office and database systems for data tracking. Experience with Raiser's Edge preferred.

*Other:*

- Must possess or be able to obtain within 30-days of employment a valid driver's license and have an average or better driving record based on the evaluation process of our insurance company. Retention of position is contingent upon maintaining required license.
- TB Test conducted annually.
- May be required to frequently work evenings, weekends, and holidays.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. Use computer hardware and software for extended periods of time (repetitive motion). Sitting for long periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **BENEFITS/HOW TO APPLY**

This is a full-time, exempt position. Salary commensurate with experience. Benefits available include health plan, life insurance, dental, vision, 403B retirement plan, annual leave time, holiday time, and sick time benefits. Benefits are available after the successful completion of an introductory probation period of 60 days of work.

The Buffalo Zoo is an At Will employer and all Buffalo Zoo employees are subject to employment eligibility and background security checks as well as testing for illegal substance use as allowed by law.

Please submit resume and cover letter (no phone calls please) by June 19, 2020 to:  
[buffalozoojobs@buffalozoo.org](mailto:buffalozoojobs@buffalozoo.org)

*Equal Opportunity Employer*