



Full Time Exempt Position

The Buffalo Zoo is seeking a dynamic, energetic, experienced and polished Director of Development to lead the Zoo's development, membership, fundraising and external relations programs. To apply, please send resume and cover letter in **Word document or PDF** by email to: buffalozoojobs@buffalozoo.org. Applications will be accepted until the position is filled. No telephone calls please. For more information about the Buffalo Zoo, please visit our website by the following link: <http://www.buffalozoo.org>

The Buffalo Zoo

The Buffalo Zoo is a regional leader in inspiring visitors to respect, protect and restore natural habitats for wildlife. As noted in our newly completed Strategic Plan, the Buffalo Zoo's mission is: building community→ creating connections→ saving wildlife. Our Vision is: Collaborating for Change: The Buffalo Zoo will be a center of conservation excellence, providing leadership to secure a future where wildlife thrives.

We embody our mission and vision through practices that exemplify the following core values:

- We Are One Team
- We Welcome All
- We Have Integrity
- We Care
- We Go Above And Beyond

Basic Purpose and Responsibilities:

The Director of Development is responsible for assisting in strategy development and implementation of fundraising, membership and external relations programs for the Zoo. The Director works closely with various staff, board members and external stakeholders to implement a strategy that elevates the Zoo's presence in the community, leading to robust support from a variety of stakeholders. The Director provides leadership to all development and membership staff and is a member of the senior management team. The individual leads and performs day-to-day fundraising operations including research, grant writing, prospect identification, donor cultivation and stewardship, database management, campaigns, communication and outreach activities. They also serve as the primary staff liaison to the Development Committee of the board and the Wildlife Conservation Gala committee.

Essential Functions:

- Primary accountability for specific functions and results. The list of essential functions is not exhaustive and may be supplemented or changed as necessary.
- Develops strategies and directs the overall fundraising and external relations programs including but not limited to donor events; cultivation/acknowledgement programs; grants, planned giving; and government relations.
- Directs the work of the Development and membership staff and volunteers, including employee selection and performance evaluation.
- Coordinates volunteers and activities of the Zoo's development programs.
- Researches, writes, submits, and monitors grants which may include government applications and private foundations.
- Acts as administrator for the Zoo's Foundation (endowment).
- Implements the government relations program.
- Prepares and monitors the Development and membership operating budget and all departmental expenditures according to policy standards.
- Makes public appearances and accepts speaking engagements to promote the mission and programs of the Zoo.
- Serves as primary staff liaison to Board committees as determined by the Zoo's President.

- Advises the President and Board as necessary concerning philanthropic giving, membership and the fundraising environment.
- Leads solicitations and associated programs.
- Actively works with appropriate staff and the Board on prospect research and engagement.
- Participates as a member of the senior staff team in strategic planning, business planning, budget preparation and implementation/support of Zoo programs.
- Performs other duties as assigned by the President.

Position Qualifications:

Education (Minimum Needed):

- Bachelor's degree. Master's preferred.

Experience (Minimum Needed):

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

Special Skills:

- CFRE credential preferred.
- 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.
- Knowledge of and competence in Google applications, MS office and database systems for data tracking. Experience with Raiser's Edge preferred.
- Must embrace the mission of the Buffalo Zoo.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire and ability to get out of the office and build external relationships.
- Be a "self-starter" and goal driven.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, demonstrate presence, polish and self-confidence.

Other:

- May be required to frequently work evenings, weekends, and holidays.
- 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.

Compensation and Benefits

Starting salary range mid \$70's. The Buffalo Zoo offers a generous benefits package including health insurance, dental, vision, life insurance, retirement (403b), vacation, holiday and sick leave. Benefits available after successful completion of an introductory period of 60 days of work.

Equal Opportunity Employer. Exempt Position. 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.

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