



## DEVELOPMENT ASSOCIATE

The Buffalo Zoo is seeking a Development Associate who will play a vital role by providing administrative support for all fundraising activities and donor relations, including direct mail appeals and donor cultivation events.

### **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.

- Process all donations and prepare acknowledgment letters and other correspondence.
- Create and maintain weekly and monthly fundraising reports and dashboards.
- Manage CRM database (currently Raiser's Edge 7) ensuring records are accurately entered, updated and the database is optimized and maintained for maximum efficiency.
- Maintain foundation, corporation, and individual donor files.
- Conduct preliminary research on prospective corporate, foundation, and individual donors.
- Assist with preparation of proposals and progress reports for grants and government funding requests.
- Reconcile donations with the Finance Department.
- Handle all administrative details associated with development and fundraising activities and other meetings (i.e. schedule meetings, prepare and distribute notices, agendas, minutes, refreshments, etc.).
- Coordinate production and mailing of direct mail pieces.
- Assist with donor and fundraising event planning, and other duties as assigned for fundraising events.
- Performs other duties as assigned by management.

### **Position Qualifications:**

- Associate's or bachelor's degree in a related field.
- A minimum of two years' experience in an administrative position, preferably in a not-for-profit development office.
- Proficiency in Microsoft Office Suite.
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Ability to work independently with little supervision.
- Excellent interpersonal skills.
- Self-starter, data and deadline-driven, and ability to multi-task with solid organizational and time-management skills.
- Interest and passion for non-profit fundraising and mission and vision of the Buffalo Zoo.

### **Special Skills:**

- Database management experience – Blackbaud Raiser's Edge preferred. Priority consideration will be given to candidates with prior Raiser's Edge experience.

### **Other:**

- Ability to work evenings, weekends and holidays as needed.
- Must possess or be able to obtain within 30-days of employment a valid New York State 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. Must upgrade to classification appropriate to requirements (non-CDLC or CDL class).

### **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, non-exempt position (hourly). 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 March 26, 2021 to:  
[buffalozoojobs@buffalozoo.org](mailto:buffalozoojobs@buffalozoo.org)

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