



## DEVELOPMENT ASSOCIATE

The Buffalo Zoo is seeking a Development Associate who will play a vital role by providing administrative support for all fundraising activities, donor relations, and membership records including direct mail appeals and donor cultivation events. The position requires attention to detail and dealing with confidential donor information. This position reports to the Director of Development.

### 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 financial and in-kind contributions and prepare acknowledgment letters and other correspondence.
- Play a supporting role in the administrative tasks focused on membership including data entry.
- Create and maintain weekly and monthly fundraising reports and dashboards.
- Manage CRM database (currently Raiser's Edge) ensuring records are accurately entered, updated and the database is optimized and maintained for maximum efficiency.
- Maintain foundation, corporation, and individual donor files.
- Respond to all development inquiries in a timely manner (i.e., donor inquiries, phone calls, emails, outgoing donation requests, etc.)
- 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, including the organization of affiliated 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.
- Support all activities of the Buffalo Zoo's Board of Directors and the Buffalo Zoo's subsidiary boards. Duties include managing the records of each board member's giving history, membership status, and respond to director inquiries. May also assist with board meeting arrangements and taking meeting minutes.
- Out of office driving errands may include bank deposits, post office, picking up supplies/raffle items, etc.
- Performs other duties as assigned by management.

### Position Qualifications:

- Associate's or Bachelor's degree in a related field desired.
- A minimum of two years' experience in an administrative position, preferably in a not-for-profit development office.
- Proficiency in Microsoft Office Suite and Google.
- 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.
- Support the Mission, Vision, Core Values and DEAI Values of the Buffalo Zoo.
- Ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.

Special Skills:

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

Other:

- 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).
- Must have reliable transportation for position responsibilities that include running errands (bank deposits, post office, picking up supplies/raffle items, etc. A mileage reimbursement is provided for any driving during work hours.
- Successful completion of a post-offer pre-employment general medical screen and drug test.
- Successful completion of a post-offer pre-employment background check.
- Must provide proof of negative TB test at hire. TB test conducted annually.
- Regular attendance and punctuality are essential functions of the position.
- Must be able to work weekends, holidays and requested overtime as necessary.

**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 starting at \$18 per hour, commensurate with experience. Benefits available include health plan, HSA/HRA, life insurance, long term disability, 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.

Please submit resume and cover letter (no phone calls please) by December 31, 2022 to:  
[buffalozoojobs@buffalozoo.org](mailto:buffalozoojobs@buffalozoo.org)

*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.*

***Equal Opportunity Employer***