



POSITION AVAILABLE

CORPORATE SPONSORSHIP AND GRANT MANAGER

Basic Purpose and Responsibility

Reporting to the Chief Advancement Officer, the Corporate Sponsorship and Grant Manager is responsible for generating revenue by connecting corporate and foundation partners to the Buffalo Zoo. This position works to support the Buffalo Zoo in its mission, and will work as part of a team focused on the expansion and implementation of a comprehensive fundraising program designed to expand the Zoo's community of supporters. The Corporate Sponsorship and Grants Manager is directly responsible for pursuing and securing corporate sponsorships and private foundation grants, as well as coordinating donor stewardship, facilitating sponsorship, and grant deliverables.

Benefits / How to Apply

This is a full-time, exempt position. Some of the benefits available include health plan, HRA/HSA, FSA, life insurance, long term disability insurance, dental, vision, 403B retirement plan, annual leave, holiday, and sick time benefits. Benefits available after the successful completion of a probationary period review at 60 days of work (sick time available upon hire).

Pay range dependent upon skills and experience: **\$60,000 - \$65,000 annually.**

Please submit resume outlining education and experience (no phone calls please). Position open until filled:

buffalozoojobs@buffalozoo.org

**Buffalo Zoo
Corporate Sponsorship and Grant Manager
300 Parkside Avenue
Buffalo, NY 14214**

For more information about the Buffalo Zoo, please visit our website at: <http://www.buffalozoo.org>

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.
- Exercise of discretion and independent judgment with respect to matters of significance.
- Identify, cultivate, solicit and steward corporate and foundation prospects in support of the Zoo's fundraising events, educational programs, and capital and general operating needs.
- Actively researches and seeks grant and sponsorship opportunities from various sources that meet the goals

and objectives of the Zoo. Work with Zoo leadership to write grant applications.

- Generate revenue by developing, securing and managing corporate and foundation funding.
- Develop customizable sponsorship proposal templates and grant narratives to use in solicitations.
- Maintain a grants program calendar to track grant and reporting deadlines as well as to track communication, cultivation, and stewardship efforts.
- Collaborate with various departments including but not limited to Communications, Events, Membership, Development, Education and Community Partnerships, and Animal Care to develop and maintain a comprehensive inventory of funding opportunities, associated benefits and appropriate recognition/naming.
- Oversee the signage maintenance of on-grounds corporate sponsor and foundation grant displays.
- Ensure continuity in relationship management by maintaining files to track contacts, communications, submissions and reporting deadlines in the donor database.
- Develop and evaluate measures of success in grant activities and produces reports to track results.
- Assist with final preparation and day-of support for Advancement department special events. Duties vary and include tasks from setup to cleanup and follow-up assistance.
- Must deliver exceptional customer service by engaging with guests on a regular basis to create a friendly, memorable and positive experience. Ability to respond to common inquires, requests, or complaints from guests and/or staff in a kind and courteous manner.
- Ability to effectively promote the organization.
- Possess a can-do attitude, be resourceful, and communicate respectfully with everyone.
- Interact with courtesy, professionalism, and respect to staff, docents, volunteers, and guests consistent with the organization’s mission and core values.
- Verbal and written ability to communicate with Zoo staff. Able to interact positively with a variety of individuals from varied socioeconomically backgrounds frequently.
- Performs other duties as assigned by the Chief Advancement Officer.

Position Qualifications

Education (Minimum Desired):

- Four-year degree in development, communications, or other business-related concentrations.
- Professional certification (CFRE), a plus.

Experience (Minimum Desired):

- Three to five years progressively responsible experience in grants, corporate sponsorships or individual donor relations.
- Prior grant writing experience preferred.
- Experience with Donor Perfect software preferred.
- Working knowledge of personal computers and software applications, including Microsoft Office software.
- Effective and persuasive writing.
- Possess the desire and ability to get out of the office and build external relationships.
- Strong presentation skills and ability to engage others and inspire confidence.
- Knowledge of and experience in the Western New York philanthropic community.

Other:

- Must support Buffalo Zoo’s Vision, Mission and Core values.

- Must support the Buffalo Zoo’s DEAI values.
- 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).
- 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 understand the requirements, essential functions and duties of the position as per the job description, and certify such by signing the job description acknowledgement form prior to first day of work.
- Must be able to operate a computer, two-way radio, telephone system, and software on computer, printer, etc. after training.
- Must be willing to comply with department’s Personal Protective Equipment (PPE) policies and procedures.
- Must provide proof of negative TB test at hire (within the last 12 months). TB test conducted annually.
- Regular attendance and punctuality are essential functions of the position.
- Will be required to respond in a timely fashion as necessary to emergencies.
- Will be required to work before or after normal business hours, including weekends and holidays 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.

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