



The Buffalo Zoo is seeking a dynamic, energetic, experienced and polished Director of Development to lead the Zoo's fundraising and external relations programs. To apply, please send resume and cover letter in **Word document or PDF** by email to: [developmentjob@buffalozoo.org](mailto:developmentjob@buffalozoo.org) by August 11, 2017. 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**

Originally conceived as a deer park in the northeast corner of Frederick Law Olmsted's Delaware Park, the Buffalo Zoo was established in 1875 making it the third oldest zoo of its kind in the United States. The Zoological Society of Buffalo was formed in 1931, and over the next decade major renovations took place and featured buildings using classic, period architecture. In 1973, operational responsibilities for the Zoo were turned over from the City of Buffalo to the Zoological Society. Since 2000 nearly \$50 million worth of capital improvements to exhibitry and infrastructure have been completed. Today, the Buffalo Zoo is a regional leader in inspiring visitors to respect, protect and restore natural habitats for wildlife. As noted in our **Mission Statement**, the Buffalo Zoo promotes wildlife conservation through up-close animal encounters, engaging educational experiences and participation in regional and international programs for endangered species.

## **Basic Purpose and Responsibilities:**

Reporting to the President/CEO, the Director of Development is responsible for planning, implementation, management and oversight of the Zoo's fundraising and external relations programs. The Director works closely with various staff, board members and external stakeholders. The Director provides leadership to all development 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.

## **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.
- 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 staff and volunteers, including employee selection and performance evaluation.
- Coordinates volunteers and activities of the Zoo's Capital Campaign.
- 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 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 and the fundraising environment.
- Leads one-on-one solicitations.
- 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 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 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 guest 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 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 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).

### **Compensation and Benefits**

Salary is commensurate with experience. The Buffalo Zoo offers a generous benefits package including health insurance, dental, life insurance, retirement (403b), vacation, holiday and sick leave. Equal Opportunity Employer. Exempt Position.