

Houston Zoo Development Manager

Department: Development
Reports To: Director Development Events & Stewardship
FLSA Status: Non-Exempt

Position Summary

The Development Manager is responsible for growing a portfolio of private philanthropic donors, as well as, direct the Houston Zoo's Asante donor club. Management of the Asante Society includes volunteer management, donor cultivation, solicitation, and stewardship as well as organization of all Asante events including the annual dinner.

Our Mission: The Houston Zoo connects communities with animals, inspiring action to save wildlife.

Our Vision: The Houston Zoo will be a leader in the global movement to save wildlife.

Job Duties and Responsibilities

- Meets annual fundraising goals as set in collaboration with their supervisor and Vice President.
- Leads the Zoo's efforts to grow the Asante Society by managing a group of volunteer fundraisers, planning direct mail appeals, and making face-to-face solicitations.
- Plans and Facilitates all Asante stewardship and cultivation events.
- Manages and maintains a portfolio of donors with gifts up to \$10,000 from individuals.
- Cultivates, solicits, and stewards capital campaign prospects in collaboration with the Vice President of Development.
- Assists with planning Zoo Ball, Conservation Gala, and other stewardship activities as assigned by the Director of Development Events and Stewardships.
- Manages and tracks assigned donor prospects, reviewing received research and strategizing best cultivation approach.
- Conduct donor tours as cultivation and stewardship; ensure delivery of all promised donor benefits.
- Assists Development team to achieve all fundraising goals.
- Acknowledges and thanks donors in accordance with the department standards.
- Works in team environment or independently
- Displays excellent writing skills, strong presentation, leadership, and communication skills at all times.
- Contributes to saving animals in the wild through: reduction of waste, water and energy use and inspiring guests and staff to take wildlife protecting actions
- Performs other duties as assigned

Education and Experience

- Bachelor's degree in Communication, Marketing, Business or related field.
- At least three (3) years professional experience in development field with proven knowledge of development vehicles and strategies.
- Knowledge of Houston philanthropic community

About the Houston Zoo

The Houston Zoo is made up of many moving parts with over 6,000 permanent residents (our animals) for whom we provide housing, meals, medical care and, yes, even education! There are over 2 million guests each year who come to experience our incredible variety of animals and ecosystems, as well as attend special private and public events and entertainment. Our dedicated staff works around the clock to ensure that the Zoo is always running smoothly for the safety and well-being of our residents and guests. We strive to ensure the protection of all the counterparts of the animals we have at the Zoo and in the wild.

Join the Houston Zoo and become a part of an organization that is focused on the preservation of wildlife and their habitats by combining conservation with education and promotion of sustainable livelihoods in the local communities. Houston Zoo is an Equal Opportunity Employer

[Development Manager - Career Portal \(dayforcehcm.com\)](http://dayforcehcm.com)