

## **Houston Zoo Development Manager**

**Our Purpose:** The Houston Zoo connects communities with animals, inspiring action to save wildlife. We take pride in supporting efforts that save wildlife from extinction by working to implement comprehensive conservation strategies and developing partnerships to increase knowledge and support in communities. The Houston Zoo focuses on saving wildlife through reducing threats that face species in the wild. This includes action to reduce plastic pollution and paper use, promote sustainable seafood and sustainable palm oil, recycle electronics, and address pollinator decline. We also protect the counterparts of zoo animals, like lions, sharks, cranes and toads in the wild through partnerships with other global wildlife-saving organizations. Every member of our staff makes this possible by ensuring extraordinary animal care and guaranteeing the zoo's operations contribute to protecting animals in the wild. Our staff strengthens the zoo, making it possible to protect 20% of the lion population in Africa, save sea turtles through the elimination of plastic bottle sales, among other wildlife successes. By joining the Houston Zoo team, you save animals in the wild!

The Houston Zoo is seeking an enthusiastic and skilled individual to continue growing our portfolio of philanthropic donors. The ideal candidate has experience within the development field utilizing development vehicles and strategies and must have knowledge of the Houston philanthropic community. The primary focus of this position is to manage a portfolio of supporters, contributing \$1,000 to \$25,000, with a focus on those with the potential to increase their support to a major gift level or to make a planned gift.

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

**Our Vision:** 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 the Senior Vice President of the department.
- Manages and maintains a portfolio of donors, including our top donor society members, capable of making annual gifts between \$1,000 - \$25,000 from individual, foundation, and corporate partners.
- Cultivates, solicits, and stewards individual, foundation, corporate, and planned giving prospects in collaboration with the Director of Development and department leadership.
- Assists with the expansion of the Department's planned giving society, including cultivation and stewardship activities.
- Manages and tracks assigned donor prospects, reviewing received research and strategizing best cultivation approach.
- Attends donor events and conducts 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 and independently.

### **Education and Experience**

- Bachelor's degree in Communications, English, Marketing, Business, or related field
- Three (3) years progressive experience in development field with proven knowledge of development vehicles and strategies.
- Knowledge of Houston philanthropic community
- Ability to work independently with minimal supervision
- Excellent oral and written communications skills
- Experienced in fundraising with corporations or through planned giving is preferred

## ABOUT 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.

Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as a complete inventory of all responsibilities, duties and skills required for the position. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an at-will basis. Benefits This is a full-time position and offers the following benefits: • *Medical and Prescription Drug* • *Vision* • *Dental* • *Basic Life AD&D (100% Employer Paid)* • *Short Term Disability (100% Employer Paid)* • *Long Term Disability (100% Employer Paid)* • *Supplemental Life* • *Flexible Spending Account / Health Savings Account* • *401k* • *Free Zoo Membership* • *Free Guest Passes* • *Discounts on Food, Merchandise, Attractions, Admission and Programs*  
Houston Zoo is an Equal Opportunity Employer We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.

### Other details

Job Family: Fundraising

Pay Type: Salary

Apply at: <https://us62e2.dayforcehcm.com/CandidatePortal/en-US/houstonzoo/Posting/View/1141>