

## **Houston Zoo Development Writer**

**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 Development Writer is responsible for managing the grant process with foundations and government agencies. The Writer will support development staff by creating written content for principal and major gift proposals. Preferred experience within – Development, Fundraising, or Marketing. Raiser's Edge software highly experience desired.

**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**

- Works with Development Officers to organize, write, and submit grant proposals to foundations, government agencies, and corporate partners to meet prioritized needs.
- Works with Development Officers to significantly increase revenue from both new and current foundations, government agencies, and corporate partners.
- Serves as steward to agencies and staff for grant funds including, but not limited to, tracking fund usage, development and submission of internal and agency reports, management of recognition process for funding organizations.
- Creates and/or edit written content for annual campaign appeals as needed at the direction of the Director of Development Communication.
- Assists in the creation and management of case statements and associated materials for capital improvements to the Zoo.
- Composes endowment and stewardship reports and manage the reporting schedule, including reports to foundations, government agencies, corporation partners, and individual donors.
- Works with Development staff and other Zoo staff to assist with their writing and editing projects as needed (e.g., mass marketing emails, event invitations, presentation slide desks, and presentation talking points).
- Collaboratively develops goals, objectives and strategies for foundation support with Manager of Development Operations and Research.
- Creates and updates programmatic content for Development webpages as needed.
- Creates and update donor acknowledgement/stewardship letter templates.

### **Education and Experience**

- Bachelor's degree in Communications, Marketing, English, Business, or related field
- Minimum three (3) years' demonstrated progressive experience in fundraising and development writing
- Excellent written and verbal communication skills; strong editing skills; attention to detail
- Ability to multitask and meet deadlines; self-directed professional also able to work well within a team in a fast-paced environment

- Thorough understanding of Development process including knowledge of fundraising information sources, techniques, programs, and strategies
- Proven fundraising background, preferably with success in grant writing
- Knowledge in fundraising software usage
- Demonstrated success with project management and/or strategic planning

### **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 online:** <https://us62e2.dayforcehcm.com/CandidatePortal/en-US/houstonzoo/Posting/View/1145>