



ANNUAL GIVING MANAGER

Reporting to the Director of Development, the **Annual Giving Manager** is responsible for orchestrating all aspects of annual giving. The Annual Giving Manager will oversee the direct mail program, grow a monthly giving program, steward mid-level donors, and coordinate email appeals.

Essential Functions:

- Oversees direct mail solicitation for the Zoo's annual fund.
- Engages supporters through digital fundraising and creates a calendar for fundraising email appeals.
- Implements and monitors a monthly giving program. Stewards monthly donors.
- Develops and manages a portfolio of mid-level donors and helps cultivate a pipeline to major gifts.
- Researches, writes, submits, and monitors annual grants in coordination with the Director of Development.
- Reaches out to area businesses and government agencies to promote workplace giving.
- Actively works with the Director of Development on prospect research and engagement.
- Performs other duties as assigned by the Director of Development.

Position Qualifications:

Education (Minimum Needed):

- Bachelor's degree or a combination of experience and education.

Experience (Minimum Needed):

- Three to five years experience in fundraising field.
- Knowledge of and experience in the Western New York philanthropic community.

Special Skills:

- Ability to handle diverse, simultaneous tasks.
- Strong writing skills (writing sample required).
- A devotion to cultivating donor relationships.
- Working knowledge of Microsoft Office and Google applications.
- Experience with a CRM (Raiser's Edge experience preferred).

Other:

- Must have an appreciation for the mission of the Buffalo Zoo.
- May be required to work some weekends, evenings, and holidays.

This is a full-time, non-exempt hourly position. Benefits available include health plan, life insurance, dental, vision, 403B retirement plan, annual leave time, holiday time, and sick time benefits. Benefits are available after the successful completion of an introductory period of 60 days of work.

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.

Please submit resume and cover letter to (no phone calls please).

Kara Lee

Director of Development

klee@buffalozoo.org

EQUAL OPPORTUNITY EMPLOYER