



CORPORATE AND FOUNDATION RELATIONS MANAGER

General Description

The Corporate and Foundation Relations Manager serves as a vital member of the Minnesota Zoo Foundation's Development Team. This role involves collaboration with Minnesota Zoo staff to ensure the timely development, submission, and management of grant and sponsorship proposals, applying best practices for tracking, acknowledgement, and reporting to corporate and foundation partners. We are looking for a skilled writer with grant-writing experience preferred. This individual must also provide proactive updates to institutional supporters, ensure accurate and timely benefit fulfillment, organize successful site visits, and participate in meetings, calls, and events that advance these vital relationships.

Essential Duties and Responsibilities

- Responsible for managing a portfolio of 45-65 current donors and prospects.
- Coordinate foundations/corporate management activities including prospect research, proposal development, deadline management, reporting requirements, and developing stewardship opportunities for corporate/foundation leaders.
- Provide donor stewardship of corporate and foundation donors including personalized outreach and invitations to relevant events and experiences, scheduling prospect meetings, fulfilling corporate and foundation benefits and recognition, and ensuring timely and accurate processing of all gift-related paperwork.
- In partnership with the Director of Corporate and Foundation Relations, develops and implements strategies to introduce corporate and foundation prospects to the Zoo.
- Researches prospective corporate and foundation funders, assessing and reporting on their capacity, interest and connection
- Primary contact for corporate cash and in-kind sponsors for the annual gala, Beastly Bash
- Additional responsibilities may be assigned based on the changing needs of the organization and the successful candidate's interests, aptitudes, and experience.

Work Experience and Qualification Requirements

- 3-5 years in a nonprofit organization with preference for work in development.
- Excellent written and oral communication skills.
- Ability to utilize online (prospect) research software.
- Ability to work independently and as a team member in a fast-paced environment.
- Occasional evening and weekend work required and must be capable of planning and managing independent travel.
- Demonstrated ability to clearly represent and present the mission and vision of the Minnesota Zoo.
- Collaborative style and the ability to work with a diverse group of individuals both inside the organization and out in the community.
- Strong organizational skills, including the ability to prioritize and manage multiple deadlines.
- Excellent written and oral communication skills.
- Ability to work independently and proactively while keeping supervisor apprised of issues, opportunities and progress.
- High degree of integrity, ethical decision making, and commitment to maintaining confidentiality.
- Proficient in Microsoft Office.
- Proficiency with donor and contact management databases, Tessitura software preferred.
- Experience working in a nonprofit organization preferred.
- Grant-writing experience preferred.

Education Requirements

- College degree or relevant professional experience preferred.

Reports to: Director of Corporate and Foundation Relations

Supervises: N/A

Type of Position: Full-time, exempt

Last Reviewed: 7/12/2019