MINNESOTA ZOO FOUNDATION

MAJOR GIFTS ASSOCIATE

General Description

The Major Gifts Associate is responsible for managing the Director's Circle ($1,000) program and a portfolio of 50 individuals and 20-25 institutional donors and prospects. The Major Gifts Associate will provide support, coordinate activities and events, and manage projects across the individual major gift and institutional giving teams. This position will identify prospects for the major gift pipeline, and will take the lead in assigning prospects to major gift officer portfolios.

Essential Duties and Responsibilities

- Manage the Director's Circle (individuals giving $1000+) annual giving program, including cultivation, solicitation and stewardship activities and events. This includes an annual mail solicitation program.
- Manage a portfolio of 50 individuals (or prospects) with giving capacity of $2,500-$5,000. Focus on personal outreach, relationship building and connecting people with the Zoo's mission. Develop plans for each prospect and record steps in Tessitura.
- Manage a portfolio of 20-25 current institutional donors, including conducting proposal development, deadline management, and reporting requirements.
- Research prospective corporate, foundation and individual funders, assessing and reporting on their capacity, interest and connection.
- Work with the Foundation Team to coordinate the tasks and activities of a multi-year, fundraising campaign. (Currently on hold)
- Work with gift officers and leadership to track and monitor progress of prospective major donors through identification, cultivation, solicitation and stewardship stages. This includes leading a bi-weekly major gift team meeting and a weekly donor strategy meeting with Zoo leadership.
- Manage the Foundation's use of WealthEngine™ and other programs and software designed to maximize major gift fundraising.
- Additional responsibilities may be assigned based on the changing needs of the organization.

Work Experience and Qualification Requirements

- A minimum of three (3) years in a nonprofit organization(s). Preference given for experience in fundraising, including annual fund, individual major gifts and/or institutional giving;
- Strong organizational skills, including the ability to prioritize and manage multiple deadlines;
- Excellent written and oral communication skills;
- Grant-writing experience preferred;
- Collaborative style and the ability to work with a diverse group of individuals and represent the organization in the greater community;
- 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;
- Proficiency with Microsoft Office; cloud based software, and comfort working remotely;
- Proficiency with donor and contact management databases, Tessitura software preferred;
- A valid driver's license, with a safe driving record, and the ability to travel to offsite meetings with donors and prospects;
- Demonstrated ability to clearly represent and present the mission and vision of the Minnesota Zoo.

Education Requirements: Bachelor's degree

Reports to: Director of Major Gifts

Supervises: n/a

Type of Position: Full-time, exempt

Salary Range: $55,000 - $60,000, depending on qualifications.

Equal Opportunity Employer:

The Minnesota Zoo Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, and all employment decisions are decided on the basis of qualifications, merit and business need.

How to Apply: Please send cover letter and resume to the Foundation at MNZooFoundationJobs@mnzoo.org

Applications received by August 9 will receive first consideration: