



DIRECTOR OF ANNUAL GIVING

General Description

The Director of Annual Giving is responsible for planning, organizing and directing the Foundation's Annual Giving endeavors with the goal of increasing gift revenue and donor participation. Working collaboratively with Zoo leadership, they share responsibility for strategic leadership of the visitor to member to donor pipeline. S/he reports to the Foundation President, is a member of the Foundation's management team, and supervises the Annual Giving Team; while also working closely with the Zoo's membership team.

Essential Duties and Responsibilities

- Responsible for the overall management and growth of the Foundations' individual annual giving program including leading donor acquisition efforts, donor membership clubs, and special events;
- Develop an integrated solicitation strategy using mail, e-mail, web platforms, events, and other forms of donor engagement focused on increasing levels of annual support;
- Supervise staff, including Donor Programs Officer, Communications Manager, Events Manager and potential future staff. Working with the Foundation President, set priorities and develop work plans, determine annual goals, metrics, messaging, budget and timelines for the Annual Giving Team;
- Working collaboratively, prioritize work across the Foundation and the Zoo for team members who have broad Foundation responsibilities (communications and events);
- Work with Foundation team to develop tracking and reporting systems for key metrics.
- Work effectively with Major Gift and Corporate and Foundation colleagues to identify prospects better managed in a Major Gift portfolio and ensure smooth transition;
- Lead strategic efforts with Foundation staff as well as Zoo leadership and membership colleagues to build and strengthen the pipeline of Zoo members through to becoming more engaged and contributing to the annual fund;
- Help build strategy around coordinated member/donor communications and events to engage supporters in annual fund opportunities, including premier annual fundraising event;
- Work with leadership to engage board members and volunteers in annual giving;
- Develop and manage the department budget;
- Additional responsibilities as assigned based on changing needs of the organization.

Work Experience and Qualification Requirements

- A minimum of 8 years' combined experience in professional fundraising, preferably in annual fund giving, with at least two years of supervisory experience;
- Demonstrated experience in annual fund growth and in the creation and implementation of successful multi-channel gift strategies and tactics ;
- Experience leading strategy in large scale growth of a membership focused organization;
- Self-motivated, results-oriented and able to build external relationships as well as lead, motivate and develop internal staff;
- Possess the ability to think strategically and long-term;
- 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 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;
- Proficiency with Microsoft Office;
- Proficiency with donor and contact management databases, Tessitura preferred;
- Experience working in a nonprofit organization preferred.

Education Requirements: Bachelor's degree (Master's degree preferred)

Type of Position: Full-time, exempt

Reports to: President of the Minnesota Zoo Foundation

Supervises: Donor Programs Officer, Communications Manager, Special Events Manager (open)

Salary Range: \$80,000 - \$85,000, 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: Email cover letter and resume to FoundationJobs@mnzoo.org

Applications received by Wednesday, September 30 will receive first consideration.