



SPONSORSHIPS & GRANTS MANAGER

General Description

The Sponsorships and Grants Manager serves as a key member of the Minnesota Zoo Foundation's Development Team in raising support from corporate and foundation funders through sponsorships and grants. In partnership with the President of the Foundation and Director of Corporate and Foundation Relations, this role develops and implements strategies to introduce and sustain corporate and foundation relationships to the Zoo.

This role requires collaboration with the Zoo Foundation team and the Minnesota Zoo education, conservation, events and promotions, and marketing/communication teams. This person will have oversight of timely development, submission, and management of both sponsorship and grant proposals, applying best practices for tracking, reporting, and accurate fulfillment of sponsorship benefits.

We are looking for a project manager with a combined nonprofit and marketing background who is skilled in writing and has experience in securing sponsorships and managing benefit fulfillment. Knowledge of the Twin Cities corporate and foundation community is a plus.

Essential Duties and Responsibilities

SPONSORSHIPS – 55%

- Responsible for managing a portfolio of 20-30 current and prospective corporate relationships;
- Acts as lead for internal Zoo and Zoo Foundation sponsorship team;
- Collaborates with Zoo team and Director of Corporate and Foundation Relations to prioritize and agree on asset usage across both organizations;
- Collaborates with Zoo team and Director of Corporate and Foundation Relations to develop a moves management strategy from brand activation to sponsorship opportunities;
- Responsible for researching best practices across Twin Cities market to maximize opportunities and to inform internal stakeholders;
- Responsible for coordinating and management of sponsorship fulfillment and sponsor summary reports;

- Lead for securing corporate cash and in-kind sponsors for the annual gala, Beastly Bash, and project manager for sponsorship benefit fulfillment;
- Facilitate and participate in meetings, calls, and events that advance corporate sponsorship relationships;
- Provide personalized outreach and invitations to relevant events and experiences, scheduling meetings, and ensuring timely and accurate processing of all gift-related paperwork;
- Additional responsibilities may be assigned based on the changing needs of the organization and the successful candidate's interests, aptitudes, and experience.

GRANTS – 45%

- Responsible for managing 15-25 current and prospective grantor relationships;
- Responsible for proposal development, deadline management, reporting requirements, and stewardship of corporate and foundation grants;
- Collaborates with Zoo Conservation and Education Teams on proposal narratives and budgets for timely and accurate submission;
- Facilitate and participate in meetings, calls, and events that advance corporate and foundation philanthropic relationships;
- Provide personalized outreach and invitations to relevant events and experiences, scheduling meetings, and ensuring timely and accurate processing of all gift-related paperwork.

Work Experience and Qualification Requirements

- Ability to clearly represent and present the mission and vision of the Minnesota Zoo;
- Marketing background and/or experience in building a strong partnership with marketing team;
- 3-5 years in a nonprofit organization with preference for work in development;
- Ability to work independently and as a team member in a fast-paced environment;
- Strong organizational skills, including the ability to prioritize and manage multiple deadlines;
- Collaborative style and the ability to work with a diverse group of individuals both inside the organization and out in the community;
- High degree of integrity, ethical decision making, and commitment to maintaining confidentiality;
- Excellent written and oral communication skills;

- Proficiency in Microsoft Office;
- Proficiency with donor and contact management databases, Tessitura software preferred;
- Experience with Microsoft Teams a plus;
- Experience with Adobe's Creative Cloud, InDesign and Acrobat Professional a plus;
- Experience with Scarborough Data and WealthEngine a plus;
- Grant-writing experience is a plus;
- Experience with project management software GrantHub a plus;
- Experience with prospect research tool Foundation Directory a plus;
- Occasional evening and weekend work required and must be capable of planning and managing independent travel.

Education Requirements: College degree or relevant professional experience.

Reports to: Director of Corporate and Foundation Relations

Supervises: N/A

Type of Position: Full-time, exempt

Salary Range: \$50,000 - \$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: Email cover letter and resume to FoundationJobs@mnzoo.org
Applications received by Sunday, October 18 will receive first consideration.