Director of Major Gifts

Position Description

Job Title:	Director of Major Gifts	**Location:**	Apple Valley, MN
Department:	Major Gifts	**Reports To:**	Chief Advancement & Strategy Officer
Job Classification	Full-Time, Exempt	**Supervises:**	Major Gifts Team
Effective Date:	May 1, 2023		

The Organization

The Minnesota Zoo Foundation (Foundation) is a 501(c)3 nonprofit organization whose purpose is to help realize the mission of the Minnesota Zoo by raising contributed income from individuals, corporations, and foundations; securing planned gifts; hosting cultivation and fund-raising events; leading and/or participating in Zoo programs and activities; and advocating on behalf of the Zoo. Our vision is a future where wildlife thrives in Minnesota and beyond, and our mission is to connect people, animals, and the natural world to save wildlife.

Position Summary

The Director of Major Gifts is responsible for planning, organizing and directing all of the Minnesota Zoo Foundation's individual major gift fundraising endeavors. The Director of Major Gifts will manage a significant pool of donors and prospects, focusing on those capable of giving $100,000 or more. They will lead the Major Gift Team which includes the Senior Major Gift Officer, a Major Gift Officer, and the Major Gift Coordinator. They will report to the Foundation's Chief Advancement and Strategy Officer and will work closely with the Zoo Director/CEO and select Trustees and key volunteers.

Duties/Responsibilities:

Major Giving Leadership

- Responsible for the overall management and growth of the Zoo's major gifts program, including major gifts, planned giving, and capital fundraising.
- Manage a portfolio of 150 to 200 major gift prospects, meeting with them regularly to gain knowledge required to develop individualized strategies for cultivation, solicitation and stewardship.
- Implement and manage the annual Trustee Giving campaign and staff Board Development Committee. Guide goals and objectives setting for Trustee involvement in fundraising efforts.
- Works collaboratively with the Chief Advancement and Strategy Officer and Foundation President to lead capital campaign fundraising efforts.
- Works collaboratively with the Chief Advancement and Strategy Officer, and marketing/communications colleagues within the foundation and Zoo in the development of strategy that raises awareness and promotes the growth of President's Circle, Circle of Life, Planned Giving, and other critical individual giving programs.
- Oversee creation of publications to support fundraising activities, such as major gifts and planned giving brochures, solicitation letters and capital campaign collateral material.
- Help manage the Circle of Life Society, the Zoo's planned giving program.
- Help identify and recruit volunteer leadership and secure gifts for the Zoo's major annual fundraising event, Beastly Bash.

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- Work with Zoo staff to identify opportunities for program and project support, and develops plans to solicit major gifts in support of these programs and projects.
- Clearly articulate and promote a strong case of need for philanthropy for the Zoo.
- Contribute to the overall management and strategic direction of the Zoo in order to successfully achieve its mission.

Department Leadership

- Plan and administer the department's budget; monitor expenditures and income projections to ensure targets are met.
- Manage the department's staff and lead the preparation of an annual plans including goals, objectives and individual work plans for the department that reflects the organizational strategic priorities to meet all program and income goals

Leadership Responsibilities

- Provide innovative and creative solutions, leveraging peers and best practices to advance the goals of the organization
- Develop and maintain positive interpersonal relationships with internal and external constituents to achieve positive relationships that support the mission of the Zoo, Zoo Foundation and management initiatives
- Design, support and participate in cross-departmental teams throughout the organization (Fnd and Zoo).

Supervision Responsibilities

- Recruit, build and manage a high performance team
- Provide active coaching and guidance to direct reports to assist in their skill and competency building a high performing, efficient, and effective team
- Manage team to meet (and exceed) targeted goals, continually monitoring performance of individual contributors and providing performance feedback informally and formally as outlined in HR handbook/meeting org.'s performance evaluation schedule
- Proactively identify, anticipate and respond to issues in the department and organization that affect teamwork and goal/mission attainment.

Other

- Participate through active involvement in team and all staff meetings, events, and training.
- Provide on-site support for events and programs as needed by the Foundation, which typically occur on the weekends or in the evenings.
- Additional responsibilities may be assigned based on the changing needs of the organization and the successful candidate's interests, aptitude, and experience.

Minimum Skills & Experience Required

- 5+ Years of Nonprofit experience.
- 3+ years of managerial experience
- 10+ years' experience in professional fundraising, particularly in the area of major gifts.
- Demonstrated experience in cultivating, stewarding and soliciting gifts of $100,000+ from a variety of donors and prospects and in the creation and implementation of successful gift strategies and tactics.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.

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- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate self-confidence, common sense and good listening ability.
- Possess the ability to think strategically and long-term.
- Excellent written and oral communication skills
- Proficiency with donor and contact management databases
- A valid driver's license, with a safe driving record, and at least one year of driving experience travel to offsite meetings with donors and prospects.

Preferred Skills & Experience

- 8+ years of nonprofit experience
- Experience working for organizations with an education or conservation-focused missions is highly desired.
- Experience preparing and managing department level budgets.
- Experience with Tessitura CRM Software.
- Experience working in a nonprofit organization.

Minnesota Zoo Foundation Qualification Requirements

- Collaborative style and the ability to work with a diverse group of individuals both inside the organization and out in the community. Experience, ability, and commitment to working with individuals and teams that are mixed across lines of difference such as race, gender-identity, sexual orientation, religion, ability, age, class and immigrant status.
- Ability to clearly represent and present the mission and vision of the Minnesota Zoo.
- Ability to work independently and proactively while keeping supervisor apprised of issues, opportunities, and progress.
- Ability to work collaboratively and effectively with colleagues in multiple departments/divisions.
- Strong organizational skills, including the ability to prioritize and manage multiple deadlines.
- High degree of integrity, ethical decision making, and commitment to maintaining confidentiality.
- Proficiency in Microsoft Office Suite.
- Occasional evening and weekend work required and must be capable of planning and managing independent travel.

Education:

Required

- Bachelor's Degree

Preferred

- Master's Degree

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Physical, Travel, Additional Requirements:
• Must be able to perform the essential duties of the position with or without reasonable accommodation. • May need to work occasional weekends and evenings dependent on Foundation events. • Required to use a computer and phone; Frequent use of hands for data entry/keystrokes and simple grasping; • Ability to navigate the Zoo premises and accompany donors and prospects on tours in variable weather conditions, both indoor and outdoor. • May need to lift up to 20 lbs. • Moderate noise level in an office setting, occasional exposure to prevalent weather conditions on the campus of the Minnesota Zoo. • This is a hybrid work position, onsite at the Minnesota Zoo 2-3 days per week, frequently requiring private transportation by the employee to offsite prospect and donor visits.

Completed by:			
Employee Signature		**Date**	
Manager Signature		**Date**	
Executive Signature		**Date**	