

## **Development Manager, Gift Officer – Salary starting \$ 54,516 + (Depending on Experience)**

The Development Manager, Gift Officer, is responsible for engaging and growing a portfolio of philanthropic donors, including individuals, corporate partners, and private foundations. The primary focus of this position is to manage a portfolio of supporters, contributing \$1,000 to \$25,000, with a focus on those with the potential to increase their support to a major gift level or to make a planned gift.

**Our Mission:** Houston Zoo connects communities with animals, inspiring action to save wildlife.

**Our Vision:** Houston Zoo will be a leader in the global movement to save wildlife.

### **Job Duties and Responsibilities**

- Meets annual fundraising goals as set in collaboration with their supervisor, the AVP of Development, and the Chief Advancement Officer.
- Manages and maintains a portfolio of donors, including Asante society members, capable of making annual gifts between \$1,000 - \$25,000 from individual, foundation, and corporate partners.
- Cultivates, solicits, and stewards individual, foundation, corporate, and planned giving prospects in collaboration with the Director of Development and department leadership.
- Manages Flock, the young professionals donor club, overseeing membership renewals and working with the volunteer committee.
- Contribute with the expansion of the Department's planned giving society.
- Manages and tracks assigned donor prospects, reviewing received research and implementing best practice cultivation strategies.
- Attends donor events and conducts donor tours as cultivation and stewardship; ensure delivery of all promised donor benefits.
- Assists Development team to achieve all fundraising goals.

- Acknowledges and thanks donors in accordance with the department standards.
- Works in team environment and independently
- Displays excellent writing skills, strong presentation, leadership, and communication skills at all times.
- Contributes to saving animals in the wild through reduction of waste, water and energy use and inspiring guests and staff to take wildlife protecting actions
- Performs other duties as assigned

### **Education and Experience**

- Bachelor's degree in Communication, Marketing, Business or related field.
- At least three (3) years professional experience in development field with proven knowledge of development vehicles and strategies.
- Knowledge of Houston philanthropic community
- Prior experience fundraising with corporations or through planned giving preferred

### **About Houston Zoo**

Houston Zoo is made up of many moving parts with over 6,000 permanent residents (our animals) for whom we provide housing, meals, medical care and, yes, even education! There are over 2 million guests each year who come to experience our incredible variety of animals and ecosystems, as well as attend special private and public events and entertainment. Our dedicated staff works around the clock to ensure that the Zoo is always running smoothly for the safety and well-being of our residents and guests. We strive to ensure the protection of all the counterparts of the animals we have at the Zoo and in the wild.

Join the Houston Zoo and become a part of an organization that is focused on the preservation of wildlife and their habitats by combining conservation with education and promotion of sustainable livelihoods in the local communities. The Houston Zoo is an Equal Opportunity Employer.

To apply, go here: <https://jobs.dayforcehcm.com/en-US/houstonzoo/CANDIDATEPORTAL/jobs/3099>