



JOB POSTING

Position Title: Manager of Institutional Giving

Reports to: Director of Development

Job Summary: This position has broad responsibility for design and execution of fundraising projects for the Seneca Park Zoo Society with emphasis on corporate, foundation, and government sources. The Manager of Institutional Giving conducts and coordinates specialized and ongoing programs to raise funds and cultivate relationships with institutional donors.

Qualifications: Bachelor's Degree or equivalent. Five plus years professional fundraising experience preferred. Excellent communication and organizational skills as well as past success with Corporate, Foundation and Government grant applications. Exempt employee.

Hours: Full-time (Generally Monday through Friday, 8:30am - 5pm). Occasional evening and weekend hours to assist with events and Development Department needs.

Operational & Restricted Fundraising

- Steward long-term relationships with existing portfolio of more than 100 area corporations and foundations.
- Identify, cultivate, and solicit financial support from prospective corporate, foundation and government sources.
- Conceptualize, plan, and write all corporate, foundation and government proposals.
- Drive content and design of solicitation materials, working in conjunction with the Marketing Department.

Capital Campaign Fundraising

- Identify, cultivate, and solicit financial support from corporations, foundations and government sources for Zoo's Master Plan Capital Campaign, while stewarding existing relationships with capital funders.
- Conceptualize, plan, and write all corporate, foundation and government proposals for Zoo's Master Plan Capital Campaign.
- Assist with content and design of solicitation materials, working in conjunction with Executive Director, Director of Development and Marketing Department.

Special Events

- In conjunction with the Special Events Manager, secure corporate support of major Zoo fundraising events including Zoobilation, ZooBrew, Jungle Jog, ZooBoo, Breakfast with Santa and all future special events.
- Assist with Development Department fundraising activities, major events, and donor/stewardship events.

Grants Management

- Oversee all grant applications, research grant prospects, track all grants, and update grant tracking in Zoo's new database system, as allowed.
- Oversee implementation of grant awards, grant reporting and other follow-up to funders.
- Work with the Education, Conservation, and Marketing Departments to foster cross-departmental collaborations and development initiatives, as well as with County staff when applicable.

Other duties as assigned.

All interested applicants must submit a current resume and a cover letter describing their qualifications as they relate to the duties of the position. Electronic copies are encouraged and may be submitted to: clevengood@senecazoo.org with Manager of Institutional Giving in the subject line or by hard copy to Manager of Institutional Giving Search, Seneca Park Zoo Society, 2222 St. Paul Street, Rochester, NY 14621. All applications must be received by 5 p.m. on **12/08/17**.

The Seneca Park Zoo Society is an Equal Opportunity Employer