

Job Classification: Exempt, Full-Time

Work Schedule: Monday-Friday

Reporting Relationship:

Primary Accountabilities:

The Development Specialist is a staff member at the Friends of the Topeka Zoo ("FOTZ"), responsible for the design and successful execution of fundraising strategies including: corporate giving programs, identification of grant funding, donor site visits, external and internal event organization and shared oversight of communication efforts.

Major Duties:

- Works closely with senior staff to develop a strategic, comprehensive development plan with an annual fundraising goal.
- Cultivates Community engagement, including corporate sponsors and as a goodwill ambassador with community partners.
- Increases the overall visibility of the FOTZ's development program by cultivating and sustaining relationships with a wide variety of constituencies including current and potential donors, foundations and government sources, local businesses and community partners.
- Serves as development spokesperson to the nonprofit community to position and strengthen the Topeka Zoo and FOTZ's name recognition and reputation in the community.
- Creates, inspires, and maintains donor loyalty, interest and enthusiasm through communication and activities designed to express recognition, appreciation, and the impact of donor gifts.
- Participates in grant-seeking activities including corporation, foundation, and government entity/agency research and proposal writing.
- Works collaboratively and creatively with the communications department to appropriately position development opportunities and integrate messages in publications, grant submissions, reports, and collateral materials for cultivating and stewarding donors.
- Manages current grant funders and conducts prospect research and outreach to identify and engage with potential new funders.
- Plans and executes donor stewardship and cultivation events. Ensures event promotion, logistics, and follow-up are professionally planned and implemented.
- Attends all FOTZ daytime, evening and weekend special and private and corporate events, as required.
- Provides reports and analysis on donor giving and appeal success rates.
- Performs additional duties, as assigned.

Required Qualifications:

- Bachelor's Degree or relevant experience.
- Three (3) to five (5) years of progressively responsible experience in nonprofit development and fundraising experience is required.

- Ability to pass pre-employment screening, including criminal background and credit check.
- Proficient computer skills, including the Adobe Creative Suite and Microsoft Office.
- Ability to operate a variety of office equipment.
- Proven track record of success in building fundraising programs and achieving annual fundraising goals.
- Skilled in training and supervising employees with knowledge of management principles associated with program planning and personnel administration.
- Must possess strong project management skills.
- Strong leadership and teamwork skills with proven enthusiasm required.
- Demonstrated ability to write clearly and persuasively; strong verbal and interpersonal communication skills with ability to influence and engage a wide range of donors.
- Exceptional ability to maintain poise and to represent the organization to outside entities.
- Strong organizational skills and the ability to coordinate multiple projects.
- Ability to adapt to a fast-paced working environment.
- Ability to display friendliness and enthusiasm with a positive and professional attitude.
- Ability to collaborate in a teamwork environment.
- Must demonstrate poise, tact, and diplomacy with the ability to handle sensitive and confidential information and situations.
- Commitment to the mission of the Topeka Zoo and its Core Values.

Physical Demands:

- Ability to frequently reach with hands and arms.
- Ability to sit for extended periods of time.
- Ability to read computer screens, e-mail, and mail,
- Ability to talk on the phone.
- Ability to work some evenings and weekends and attend events required.
- Ability to move up to twenty-five (25) pounds.

Work Environment:

- Regularly exposed to outdoor weather conditions.
- Professional and deadline-oriented environment in an office setting.
- Partial outdoor work required.
- Although most work is performed within scheduled hours, some irregular hours on evenings, weekends, and holidays may be necessary.

Travel:

- Some travel may be required.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required



Development Specialist
Job Description

to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date

Development Specialist

Friends of Topeka Zoo is accepting qualified candidates to assist with corporate, individual, and annual fundraising programming. Applicants should email jaredb@fotz.org with a cover letter, resume, and response to the writing prompt. Candidates that do not provide all three items in their submission will not be reviewed.

Case Study: Please summarize a successful fundraising campaign of which you were the lead organizer. Detailed submissions will describe the campaign objectives, audience, and methodology to reach your goal. This case study can be demonstrated in any chosen medium that conveys the process to the best of your ability: written, PowerPoint, video, etc.