



CHEYENNE MOUNTAIN ZOO Job Description

Position Title: Development Officer
Department: Development
Reports to: Director of Development
Supervises: N/A
FLSA Status: Non-Exempt

POSITION SUMMARY: This position is primarily responsible for prospect research activities, donor cultivation, stewardship and solicitation for the Zoo's capital projects and other fundraising programs. This position is non-supervisory in nature. Adheres to and supports all organizational policies and procedures and standards. Promotes teamwork!

To apply: Please send your cover letter and resume **(both documents are required for consideration)** to Kelley Parker, Director of Development, at kparker@cmzoo.org. Please type "Development Officer Candidate" in the subject line. No phone calls, please.

QUALIFICATIONS AND REQUIREMENTS:

- Minimum of 3 years' experience working in a non-profit development office is highly preferred.
- Working knowledge of Blackbaud's Altru software preferred
- Working knowledge of iWave software preferred
- This job requires flexibility in work schedule with weekday, weekends, evenings and occasional late nights as necessary to fulfill job duties.
- Must have excellent written and verbal communication skills and demonstrate the ability to interact clearly and effectively with both internal and external customers.
- Must be exceptionally motivated and willing to take initiative
- Must love fundraising and the process of asking for gifts
- Must feel comfortable and enjoy calling and cultivating potential donors and prospects
- Must have a valid driver's license and must be insurable as a Zoo Driver
- Must submit to and pass a pre-employment drug/alcohol screening
- Must be able to provide proof that you can legally work in the United States
- Skilled in establishing and maintaining effective working relationships with co-workers, vendors, donors, members, Zoo staff, and the public
- Must have a high level of attention to detail
- Take ownership and pride in responsibilities
- Possess the ability to organize and prioritize while working with strict deadlines
- Ability to make good decisions regarding animals, guests and the organization.
- Ability to remain calm under pressure
- Able to work alone or with minimal day-to-day supervision
- Ability to work at a fast pace while still paying attention to details
- Superior customer service skills



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RESPONSIBILITIES AND DUTIES:

ORGANIZATIONAL EXPECTATIONS:

- Ensure discretion with confidential information
- Maintains courteous, helpful and professional behavior on the job. Will support the success of the entire team by promoting a collaborative work environment
- Adheres to all CM Zoo Policies and Procedures, CM Zoo Safety Policies and Procedures, USDA guidelines and OSHA safety guidelines
- Consistently contributes to problem-solving and cooperates with identified resolutions.
- Must demonstrate regular attendance and punctuality
- Brings issues and process improvement ideas to the attention of the Supervisor.
- Maintains verbal and written skills required for the position
- Attends meetings and participates in committees as required
- Completes trainings as required
- Adheres to Company Dress Code Policy. Always "Zoo Crisp!"
- Demonstrates appropriate level of time management in support of co-workers and the entire team
- Represent the Zoo in a professional manner

POSTION EXPECTATIONS:

To include, but are not limited to the following:

- Responsible for the tracking, cultivation and stewardship for up to 100 or more donors/prospects.
- Plan, guide and participate in personal solicitations for gifts for capital projects, the Annual Fund, the 1926 Society and other fundraising programs.
- Responsible for making daily calls to current donors and prospects.
- Grow the 1926 Society planned giving program with in-person solicitations to encourage enrollment.
- Play a significant role in our Annual Fund appeal
- Assist in the creation and evaluation of all donor lists for publication i.e. Annual Report, campaign recognition signage etc.
- Raise funds to meet specific financial goals (monthly, yearly) with set deadlines.
- Participate in the paid VIP behind the scenes tour program and ensure the program meets budget.
- Assist in the planning and implementation of various donor events and parties, including Zoo Ball.
- Attend all donor and membership events as needed.
- Must develop a good working knowledge of the Zoo's donor database (Altru) and have the capacity to create and run queries.
- All other duties as assigned.

INDEPENDENT ACTION

Must be a self-starter, take initiative, possess a high level of multi-tasking ability under high degree of pressure and be able to work with limited supervision.



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EXTERNAL AND INTERNAL RELATIONSHIPS

Must be a cooperative and collaborative member of the team and able to handle interruptions and requests for information and assistance from employees with an attitude of good customer service.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

This position is located at Cheyenne Mountain Zoo. Candidates must be willing and able to work on mountain terrain and in any weather.

BENEFITS AND COMPENSATION

This Position is a fully benefited position including group medical, dental, vision life, and disability insurance; paid holiday, vacation & sick time; retirement plan; a zoo membership; eligibility for the bonus program; and discounts on concession and gift shop purchases. Wage \$25.00 per hour.

Acknowledgement

I have read and understand the above job description; and I can perform the essential functions of this position and ensure that the Organization's Quality Systems, Policies, Goals and Objectives are met and maintained.

Print name

Signature

Date