**Job Title:** Major Gifts and Grants Manager  
**Department:** Development  
**Reports To:** VP of Development  
**Prepared Date:** 1/10/14

**Job Purpose:** Plans, organizes, and directs ongoing and special project funding programs for Tulsa Zoo Management, Inc. including but not limited to capital campaigns, education programming, conservation programming, annual fund drives, planned giving programs and donor cultivation.

**Duties and Responsibilities** include the following. Other duties may be assigned:

- Prepares strategic plan with short- and long-range goals to meet institutional funding objectives, and enlists support from members of institution, staff, the governing body, and volunteer organizations.

- Works with the CEO and Vice President of Development to secure funding for TZMI capital campaigns and other funding needs such as education, conservation and operations.

- Develops and submits grant proposals for funds from private foundations, corporations, NGOs and government agencies. Researches and coordinates grant and foundation application efforts, including identifying new foundation and corporate funders. Develop and leverage personal relationships with key foundation and corporate representatives. Monitor grants budgets and grantee expenditures.

- Identifies potential contributors to special project funds and ongoing operations through examination of past records, individual and corporate contracts, and knowledge of community.

- Plans and coordinates fund drives for special projects including donor cultivation efforts.

- Assigns responsibilities for personal solicitation to members of staff, volunteer organizations, and governing body according to special interests or capabilities.

- Work with Vice President of Development to ensure accurate maintenance of all gift records, incorporating records from past years to provide complete giving histories and profiles. This will include coordinating data entry and donor recognition for all donor gifts.

- Assists in the preparation of the annual report and its mailing to donors on a yearly basis.

- Responsible for preparation and oversight of assigned budgets.
Builds and maintains positive relationships in the community, including individuals, foundations and corporations, through personal visits, Zoo tours, networking and community involvement and other means of communication to achieve established goal and objectives. Acts as an ambassador for the Zoo, exhibiting understanding and commitment to TZMI’s mission.

Organizes solicitation drives for pledges of ongoing support from individuals, corporations, and foundations.

Informs potential contributors of special needs of institution, and encourages individuals, corporations, and foundations to establish or contribute to special funds through endowments, trusts, donations of gifts-in-kind, or bequests, conferring with attorneys to establish methods of transferring funds to benefit both donors and institution.

Works with staff to ensure all fund development programs are supported by interfacing with various departments such as Public Relations and Marketing, Animal, Education etc.

Keep informed of developments in philanthropy and fund development; maintain a thorough working knowledge of issues and trends affecting the non-profit sector, foundation, corporate and government funding and communicate regularly to other staff to facilitate awareness of strategic opportunities and challenges in building support for Zoo priorities.

Understand and comply with all Zoo gift-related policies and procedures and ensures ethical compliance with code of ethical principles and standards of professional conduct for fund development and fundraisers as defined by the Association for Fundraising Professionals.

Participates on committees as assigned.

Maintains a safe and productive workplace for zoo guests, staff and animals.

Perform such other duties consistent with the mission and values of Tulsa Zoo and as assigned by the Vice President of Development

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A four-year degree from an accredited college/university in a related field is required. A minimum of four years of fundraising experience in the not-for-profit community is required. Experience in the Green Country community preferred.

**Computer Skills**
To perform this job successfully, an individual should have knowledge of Raiser’s Edge Contact Management systems; Microsoft Power Point Presentation software, Microsoft Excel Spreadsheet software and Microsoft Word Processing software.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel; and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to climb or balance and stoop. The employee must occasionally lift and/or move up to 20 pounds.

**Work Environment** While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. Weekends are required on a regular basis.