

Manager, Fundraising Board Operations

The **Manager, Fundraising Board Operations** contributes to the success of the Chicago Zoological Society by managing the day-to-day operations of the development boards. In addition, the Manager, Fundraising Board Operations works with the fundraising team to help identify, qualify and strategize renewed and upgraded annual, programmatic, campaign and special event gifts from the boards.

The Chicago Zoological Society recently embarked on a major capital campaign to raise funds for several capital projects including upgrades to our dolphinarium and a major renovation and expansion to our Tropic World exhibit which will allow our primates the opportunity to go outside! With so many new fundraising opportunities we are seeking a Manager, Fundraising Board Operations to engage with our current Development Governance Boards and their committees to meet the philanthropic objectives of each group. Board activities include volunteer engagement, education/outreach opportunities, conservation learning, and special events. This is a visible, forward-facing position, interacting with various internal departments and our external stakeholders. The Development team is a very collaborative group. It is a dynamic work environment where no two days are ever the same and you get to see animals every day!

Primary Duties & Responsibilities:

1. With the Sr. Vice President of Development and the Director, Development Events and Boards, maximize financial support and **oversee activities** of the development boards. **Act as a liaison** to the Women's Board and CZS Associates and their various committees to ensure the philanthropic success. **Develop communication strategies and action plans** for special events and commemorative giving opportunities and prepare key stakeholders for donor cultivation, solicitation and stewardship.
2. **Cultivate strong relationships** with development board members by serving as a liaison to the Society and development department. **Develop communication tools** for the development board for collaboration and engagement of members.
3. **Attend and coordinate details for** the development board **meetings** and committee meetings. Timely and accurately **prepare all necessary meeting materials; record and distribute minutes** and other materials; **maintain appropriate archival records**. In addition, **coordinate mailings and meetings**.
4. **Assist with individualized fundraising strategies**, including cultivation, solicitation and stewardship of development board members.
5. **Handle inquiries and requests** from board members and related committee members, **providing personal and prompt service**.
6. Maintain a comprehensive working knowledge of the Society's programs and communicate the Society's needs to members of the development boards.
7. Other related duties as assigned.

The requirements for this position include the following:

- Bachelor's degree in arts, sciences or other relevant business-related field or eight years of equivalent experience required. High School diploma or (GED) equivalent.
- Five years' comparable experience working in a development, non-profit, or administrative position.

- Outstanding interpersonal skills and ability to deal with all levels of staff required. Ability to strategically build and maintain relationships with Society donors required.
- Must be articulate and well-spoken, capable of effectively representing the organization to various audiences both within and outside the organization. Must possess adept and persuasive communication skills, including the ability to write persuasive, personal, and grammatically correct letters and proposals.
- Must possess solid planning proficiency and organizational skills.
- Ability to maintain the confidentiality of privileged information essential.
- Effective problem-solving skills. Sound, logical decision-making skills required.
- Must be a flexible and cooperative team player. Outstanding communications skills, verbal and written, including strong/effective listening skills required.
- Ability to effectively deal with emergent issues, multiple projects, meet critical deadlines, and internal/external high- level officials simultaneously.
- Ability to work effectively under pressure and effectively manage sensitive development issues.
- Experience using Microsoft Office including Word, Excel, PowerPoint, and database management software packages required.
- Highly professional appearance and demeanor essential.
- Cultural competency; experience and/or ability to work and interact effectively with a diverse, multicultural audience.
- English fluency at a professional level.
- Valid driver's license required at time of hire. Illinois residents must possess a valid Illinois driver's license or obtain one within 90 days of hire. Valid out-of-state driver's license is required for out-of-state residents.

Preferred Qualifications:

- Raiser's Edge experience a plus.
- Experience with Development Moves Management process a plus.
- Multilingual ability, Spanish fluency a plus.

Additional Information: This position description summarizes the primary duties and functions of this position, but should not be considered a complete listing of every duty the incumbent may ever be called upon to perform. Incumbent is required to gain an understanding of the Development Department and the Society's mission, vision, and values. Understand how development and fundraising activities impact the operation and sustainability of the organization. Incumbent must have a strong work ethic, enthusiasm, creativity, and be diplomatic, tactful, flexible and adaptable. Must enjoy a challenge, be passionate about his/her work, and have a commitment to excellence. This is a visible position, which interacts with all departments and a range of external constituencies. Incumbent is expected to be present and visible at events sponsored by the organization and the Development Department. Position requires early morning, evenings, and weekends; thus, incumbent must be willing to make a significant commitment to the organization. Some local and domestic travel may be required to meet established work objectives.

The Chicago Zoological Society is an Equal Opportunity Employer.

This is a full-time salaried role that offers a comprehensive benefits package including health, dental, 401(k) with employer match, generous PTO time and many other [benefits](#). Starting salary range for this position is \$66,000 - \$67,000 annually.

If interested in being considered for this opportunity, please visit the CZS Career Center to obtain more details about the position and to apply by submitting your profile. Please visit our website at www.czs.org/careers. Please use the Advanced Search feature to look for requisition number [2538BR](#).