

Arizona Center for Nature Conservation
Phoenix Zoo
Job Description

Job Title: **Gifts Planning Manager**
Department: Development
Supervisor: Vice President of Development
FLSA Status: Full Time; Regular, Exempt

General Statement:

The Gifts Planning Manager will serve as the principal gift planning fundraiser with current individual donors, prospects and professional advisors. The position will assist in the development and contribute to the implementation of fundraising goals/strategies with an emphasis on major gifts and planned giving. Additionally, this position will work closely with members of the Development Team on the identification, solicitation and cultivation of prospects for planned gifts and will provide stewardship of such donors and gifts.

Essential Duties:

1. Provide quality guest service to both internal and external guests by maintaining a WILD (friendly, helpful, positive and professional) working attitude and appearance.
2. Develop strategies to encourage new or increased contributions through planned giving; develop and preserve relationships with existing supporters and major gift prospects; identify new target audiences.
3. Conduct measurable personal visitations to develop one-on-one relationships with potential donors.
4. Secure donations or bequest commitments from individuals.
5. Participate in capital campaign efforts with major gift efforts from both individuals and foundations, assist with donor profiles and proposed gift solicitation strategies.
6. Work closely with the Zoo's Development Team and coordinate the Planned Giving Advisory Committee to develop and review donor and prospect lists; integrate planned gifts into the Zoo's overall revenue generating strategy, and initiate methods to market the planned giving program.
7. Serve as liaison for the Planned Giving Advisory Committee by scheduling meetings, taking minutes and arranging for hospitality.
8. Collaborate with the Vice President of Development in the coordination of all fundraising activities. Plan, implement and execute events aimed at strengthening the existing planned giving program, and establishing new initiatives.
9. Manage the Antler Society Program; contact, visit and develop relationships with members.
10. Monitor records of contributed funds and timely acknowledgement to donors. Maintain record keeping system in Raiser's Edge.
11. Plan, implement and evaluate various prospect cultivation and donor recognition programs to engage and increase interest of major donors.
12. Explain the tax advantages of contributions to potential donors.
13. Communicate with professionals such as attorneys, trust officers and financial planners to assist their clients in considering gift options.
14. Educate volunteers, staff and donors on planned giving through seminars and estate planning presentations.

This is by no means an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs, or technological developments.)

Qualifications:

1. Bachelor's degree in related field such as non-profit, business, public administration or accounting preferred.
2. Minimum three years' experience in charitable gifts, specifically required in planned giving
3. Prior experience with non-profit management, budgeting and evaluation techniques preferred.
4. Knowledgeable in appropriate tax laws, gift administrative, planned giving instruments and financial institutions.
5. Excellent communication skills, both oral and written, and ability to deliver presentations to various audiences.
6. Strong interpersonal skills, ability to establish effective relationships with prospects, donors, trustees, staff and professional advisors.
7. Must be proficient in Windows applications, including Excel, Word and PowerPoint. Knowledge of Raiser's Edger is a plus.
8. Ability to exercise and maintain the highest level of discretion related to donor/prospect information.
9. High level of self-direction, self-motivation and ability to set priorities, reach goals, evaluate and report results.
10. Ability to effectively secure significant donations from individual, corporate and foundation prospects.
11. Experience working with volunteers on fundraising.
12. Must have reliable transportation for off-site functions and visits as well as possess a valid driver's license.
13. Ability to work occasional evening, early morning or weekend work required.
14. Ability to pass pre-employment background check, drug test, DMV check and clear annual TB test.

To apply, please visit: <http://www.phoenixzoo.org/careers/>

Résumés are not accepted for any ACNC position without an accompanying application. While postings may remain on outside sites for longer, once a job is removed from the Phoenix Zoo career site, it is closed and we will no longer accept applications. If you are a top candidate for a current opening, we will contact you within a few weeks of the position closing. Unfortunately, due to the number of applications and résumés we receive, we are only able to respond to those applicants who best match our current openings.