



Foundation Relations Manager

- Responsible for all aspects of raising support from foundations, corporate foundations, and government sources.
- Responsible for securing grant support for unrestricted funding and restricted program support.
- Establish long-term partnerships and strengthen existing relationships within the corporate and foundation sectors.
- Advance Zoo New England's interests by researching and identifying sources of support, proactively seeking opportunities to generate new proposals based on foundation and corporate grant guidelines.
- Maintain strong communication ties with corporate and foundation donors and prospects.

Duties & Responsibilities:

- Identify, cultivate, solicit and steward private and corporate foundations.
- Work with foundation research sources to produce sufficient number and quality of prospects, to produce extensive institutional donor profiles, target appropriate ask amounts, and prioritize and evaluate prospects for foundation and government grants.
- Work closely with internal ZNE staff to create opportunities to build awareness among foundations in order to build and significantly expand positive fund-raising relationships.
- Advise ZNE staff on funders' areas of interest, and cultivation of foundations special requirements in the development and presentation of proposals.
- Initiate opportunities for ZNE staff to interact with foundation prospects and interpret foundation interests to ZNE constituencies.
- Develop highly competitive proposals for foundation prospects and leverage diverse foundation goals and preferences in conjunction with ZNE goals.
- Maintain a rigorous schedule of contacts with foundation representatives, creating moves management plans related to them, compelling presentations and comprehensive fundraising proposals.
- Monitor proposal deadlines, prepare and edit proposals, and manage proposal submissions.
- Maintain a high quality stewardship process for active prospects and donors. Ensure that stewardship and reporting requirements are met to sustain successful partnerships by maintaining detailed records of solicitation activities.
- Manage existing grants by tracking grants; following or modifying internal reporting systems as needed, writing reports; maintaining excellent historical records, working with staff to ensure each project or program is meeting proposal conditions and expectations.
- Monitor and manage restricted and unrestricted income goals.
- Cultivate, secure, and steward a portfolio of corporate volunteer grants and funders.
- Work with the ZNE Volunteer Coordinator in scheduling corporate volunteer groups, finding volunteer opportunities, and ensuring groups are supervised while at the zoo.

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- Assist with other fundraising department needs as requested.
- Support Development office activities with required evening and weekend work as requested.
- Maintain a portfolio of at least 5 corporate volunteer partners.

Minimum Job Requirements:

- Minimum of 3-5 years' experience writing grants and in all aspects of grant management.
- Proven track record raising money from corporate, foundation and government sources.
- Knowledge of fundraising and foundation information sources.
- Experience working with internal constituents of all levels in order to develop program grant proposals.
- Knowledge of basic fundraising techniques and strategies.
- Detail-oriented with excellent attention to deadlines and grant reporting requirements both internally and externally
- Able to take complex ideas and synthesize into relatable and easily understood concepts.

Preferred Job Requirements:

- Excellent communication skills, both oral and written.
- Excellent collaborative skills with internal and external constituents.
- Excellent computer skills with all Microsoft Office programs and Raisers Edge database.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Knowledge of wildlife, environmental and conservation issues highly desirable.

Zoo New England is an Equal Opportunity Employer by Choice

NO PHONE CALLS PLEASE