



Position: DIRECTOR OF DONOR ENGAGEMENT

Position Overview: Friends of Zoo Boise is seeking a full-time Director of Donor Engagement. This person will be responsible for the coordination and implementation of fundraising for the Friends of Zoo Boise, including the annual fund, capital projects, membership, events, rentals, and tours.

This person will lead the Donor Engagement Department - a group of dedicated and passionate employees who care deeply about both the donors and the animals we work with. Working at Zoo Boise is a unique opportunity to provide donors with memorable experiences. Every day is different, and you'll be doing everything from bringing donors to feed the giraffes or watch training with our red pandas or snow leopard to touring our active construction projects to see the Zoo Boise of the future take place.

Zoo Boise is undergoing exciting changes as we update the Heart of the Zoo to meet our community needs. You can be a part of the team building new homes for our animals and the best possible zoo for our guests.

Employer: Friends of Zoo Boise

Reports to: Zoo Director

Schedule: Full-time position, set schedule is flexible. The zoo and our office are open seven days a week, some evenings and weekends as needed.

Compensation: This position pays \$65,000 - \$78,000 annually, depending on experience. The organization offers competitive health insurance coverage, retirement plan, and vacation/sick leave benefits.

Job Duties:

1. Manage a team of professional staff that have expertise in the various disciplines needed to implement the goals of the Donor Engagement department including membership, special events, appeals, tours, and grants. Lead the department to grow revenue and expand community engagement.
2. Help develop, implement, and manage capital fundraising plans for new exhibits, exhibit renovations, future zoo expansions, and other initiatives.
3. Develop and steward a comprehensive advancement plan and work with major donors to accomplish the goals of the zoo.
4. Work with the development team to create annual plans for special events, rentals, memberships, animal adoptions, conservation fundraising, and tours that maximize revenue and advance the zoo's mission.
5. Oversee management of the donor database.
6. Create and update procedures to guide the development department including budget, planning, and performance.
7. Develop and prepare regular reports on fundraising progress, donor engagement, and campaign performance.
8. Serve on the management team of the zoo and assist with zoo-wide projects and programs where needed.
9. Work with the Zoo Director and Deputy Director on the development the annual budget, working with the board of directors, and community engagement.
10. Other duties as assigned.

Qualifications

1. The preferred candidate will have 5 years or more of fundraising and supervisory experience working in development at a nonprofit or membership facility;



2. Experience working with boards and fundraising committees;
3. Experience with conducting donor events, grants, marketing promotions;
4. Knowledge of current trends in philanthropy and sponsorship, and the ability to apply best practices;
5. At least two years of personnel management experience;
6. A passion for conservation and the mission of Zoo Boise;
7. Superior organizational, written and oral communication skills;
8. Exceptional customer service skills;
9. Ability to maintain confidentiality of membership and donor information;
10. Capacity to work independently and in teams;
11. Conversant with required computer programs including Microsoft Office;
12. A strong working knowledge and experience using donor database systems (Zoo Boise currently uses Donor Perfect) and creating associated data queries, reports, templates, and forms;
13. Familiarity with nonprofit fundraising and membership best practices, tools and techniques;
14. Excellent attention to detail;
15. Energy, humor, creativity, professionalism, maturity, and strong work ethic;
16. Negative TB test;
17. Have a valid Idaho driver's license or have the ability to obtain one.

About Zoo Boise:

Zoo Boise is a 17-acre zoo located in beautiful Julia Davis Park of downtown Boise, Idaho. It is home to over 300 animals from 100 species and receives 325,000 visitors annually. Zoo Boise is accredited by the Association of Zoos and Aquariums and is dedicated to wildlife conservation. Zoo Boise is operated by Friends of Zoo Boise and the City of Boise's Parks & Recreation Department.

The Friends of Zoo Boise is a 501(c)(3) membership organization that supports Zoo Boise in the area of animal acquisition, capital improvement projects, education programs, volunteer opportunities, and special events. The goal of each of these components is to increase public awareness, knowledge, and appreciation of the zoo, wild animals, animal habitats, species conservation, and the environment.

How to apply:

Submit a cover letter, resume, and three references to: Alicia Records, Deputy Zoo Director, to arecords@cityofboise.org.

Deadline to apply is **Friday, June 13, 2025**.

Please no phone calls.