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4100 Market St SW Suite 100, Huntsville, AL 35808

www.NALZS.org

Job description

Position: Development Manager (volunteer)

Location: Remote

Time Commitment: 10 hours per week (flexible schedule)

Reports to: DevMarComm Director

About NALZS:

North Alabama Zoological Society (NALZS) is a nonprofit organization dedicated to bringing a zoo and aquarium to the Greater Huntsville Alabama area. As we strive to create an exceptional zoo and aquarium, our nonprofit's mission is to foster connections between the communities and visitors of North Alabama with the wonders of the world's natural habitats and wildlife. We aim to set a standard of excellence in conservation, research, action, and education of wildlife, all while inspiring a brighter future for generations to come.

Job Summary:

Are you passionate about wildlife conservation and eager to make a significant impact in the world of nonprofit fundraising? The North Alabama Zoological Society is seeking a dynamic and enthusiastic individual to join our team as a Development Manager and

lead our Development Team. This is an incredible opportunity to combine your love for animals with your expertise in fundraising, as you help support our mission of wildlife education, research, and conservation.

The Development Manager will spearhead corporate development efforts as North Alabama Zoological Society continues to grow. The Development Manager is responsible for planning, organizing, and directing all of society's fundraising including, the major gifts program, annual fund, planned giving, special events, grant writing, and capital campaigns.

Responsibilities:

1. *Fundraising Wizardry*: As our Nonprofit Development Manager, you will be the mastermind behind our fundraising efforts. You'll develop and implement creative and effective strategies to generate financial support for our organization. From cultivating individual and corporate donors to managing grant applications and organizing fundraising events, you'll leave no stone unturned in your quest to secure vital resources for the North Alabama Zoological Society and its quest to build a zoo and aquarium.
2. *Donor Relations Extraordinaire*: Building and maintaining strong relationships with our donors will be a top priority. You'll be a friendly and charismatic ambassador for our organization, interacting with our supporters and keeping them engaged and informed about our latest initiatives. You'll ensure that they feel appreciated and valued for their contributions, providing regular updates and personalized recognition.
3. *Grant Guru*: Grant writing will be your secret weapon. You'll research, write, and submit grant proposals to foundations, corporations, and government entities, identifying funding opportunities that align with our mission. Your persuasive storytelling and attention to detail will be crucial in securing grants and increasing our grant revenue.
4. *Partnership Prodigy*: Collaboration is key to our success, and you'll be responsible for forging strong partnerships with businesses, community organizations, and educational institutions. You'll seek out mutually beneficial

opportunities for sponsorships, cause-related marketing campaigns, speaking engagements, and joint fundraising efforts, all in the name of advancing our mission and expanding our reach.

5. *Marketing Maestro*: Working closely with our marketing team, you'll help shape and execute fundraising campaigns that capture the hearts and minds of our target audience. You'll utilize various channels, including social media, email marketing, and traditional media, to spread the word about our mission, events, and fundraising initiatives.
6. *Database Dynamo*: As the keeper of our donor database, you'll maintain accurate and up-to-date records of all donor interactions and contributions. You'll analyze data, identify trends, and provide reports to inform decision-making and drive our fundraising strategies forward.

Qualifications:

- Bachelor's degree in nonprofit management, business, marketing, or a related field (or equivalent work experience)
- Proven experience in nonprofit fundraising and donor relations, with a track record of achieving fundraising targets
- Exceptional written and verbal communication skills, with a talent for crafting compelling grant proposals, donor correspondence, and marketing materials
- Strong interpersonal skills, with the ability to build and nurture relationships with diverse stakeholders
- Knowledge of fundraising best practices and trends in the nonprofit sector
- Experience with donor management software and CRM systems
- Creative and strategic thinking, with the ability to develop innovative fundraising strategies
- Excellent organizational and time management skills, with the ability to prioritize and meet deadlines
- Passion for wildlife conservation and a genuine interest in the mission of the North Alabama Zoological Society

Note: This is a volunteer position and does not offer financial compensation. However, it presents a unique opportunity to contribute to the establishment of a zoo and aquarium in the Greater Huntsville Alabama area and make a lasting impact on the community. It

isn't very often that one gets to help build a brand-new zoo from scratch. The position will become a paid position in the future.

Thank you for your interest in joining the North Alabama Zoological Society (NALZS) Family and helping us create an exceptional zoological experience for our community.