

BIG CAT HABITAT CONSERVATION & EDUCATION CENTER

Development Director

Sarasota, Florida | Full-Time | Reports to Executive Leadership

ABOUT BIG CAT HABITAT

Big Cat Habitat Conservation & Education Center is a 501(c)(3) community impact organization in Sarasota, Florida, dedicated to providing a safe, loving home to animals in need while promoting conservation, education, and connection.

Home to more than 300 exotic and domestic animals, Big Cat Habitat provides lifelong care, quality nutrition, veterinary services, enrichment, and safe, species-appropriate habitats. Through educational programs, animal encounters, community partnerships, and visitor experiences, helping develop a greater understanding of animals and the important connection between people, wildlife, and the environment.

Big Cat Habitat demonstrates and lives by the idea that all living animals are connected! The Development Director will work to deepen connections in the community, offering supporters, sponsors and donors the opportunity to make a greater impact on the mission and support the animals, and educate the visitors who come from far and wide, and the local community.

POSITION SUMMARY

Big Cat Habitat is seeking an energetic, relationship-driven Development Director to develop and strengthen the organization's philanthropic support. The Director will be responsible for planning, organizing and executing Big Cat Habitat's fundraising plan to support the mission. This role is accountable for building and strengthening relationships with individuals, businesses, foundations and community partners while stewarding donors, developing sponsorship opportunities and helping create a more systematic and sustainable fundraising program.

RESPONSIBILITIES

- Apply best practices, assess needs, and then develop and execute Big Cat Habitat's annual fundraising plan and capital campaigns.
- Develop compelling cases for support and coordinate consistent donor and community communications in collaboration with marketing and administrative staff.
- Develops policy, practices, and fundraising programs as needed.
- Build relationships and collaborative partnerships in the regional community with businesses, foundations, professional organizations and community leaders to create awareness and engagement in Big Cat Habitat's mission.
- Develops and implements all fundraising activities including major gifts, grants, events, and capital campaigns.
- Coordinates donor visits, tours, meetings, recognition and follow-up.
- Manages the overall annual fundraising budget, working collaboratively with leadership and the Board of Directors on progress.
- Responsible for reporting fundraising progress and tracking fundraising results.
- Identify appropriate private, corporate, legacy gifts, and community foundation opportunities.
- Develop and support grant proposals, required documentation, reporting, and stewardship for foundation, corporate, and government funding opportunities.

Big Cat Habitat Conservation and Education Center
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- Communicate with volunteers to empower them to be dedicated to the mission and recognized as potential donors.
- Ensure donors are thanked properly and develop meaningful donor-recognition and stewardship practices; utilizing and managing the donor database to ensure that current and protentional donors are qualified, cultivated, solicited, and stewarded.
- Help create a culture in which donors understand the direct impact of their generosity.
- Works with the leadership and the Board of Directors, including the fundraising and finance committee, on all development-related activities.

QUALIFICATIONS

- A passion for the Big Cat Habitat's mission, vision, and values.
- Bachelor's Degree, CFRE or ACFRE accreditation is a plus.
- A minimum of 4 years of progressively successful fundraising experience
- Experience in donor cultivation and grant writing.
- Proven track record of raising funds from diverse sources, including major gifts from individuals, foundations, corporations, and government agencies.
- Knowledge of and connection to the local funding community, foundations, etc.
- Experience in communications and public relations.
- Demonstrated excellence in organizational, managerial, and communication skills
- Experience with donor management software, Word, Outlook, Excel, PowerPoint, and/or other similar platforms.
- Strong interpersonal skills, including a good energy level and comfort dealing with all levels of individuals.
- A high level of personal initiative and integrity and self-directed/self-motivated.
- Excellent oral and written communication skills.
- Must have a valid driver's license and reliable transportation.
- Ability to work evenings and/or weekends, when required.

WHY JOIN BIG CAT HABITAT?

This is an opportunity to help shape the future of an established Sarasota nonprofit. Funds raised through this role have a direct and visible impact on animal care, habitats, education, conservation, and the visitor experience. The right person will help build the next generation of philanthropy and community support at Big Cat Habitat.

DISCLAIMER: Job descriptions are not meant to be all-inclusive, and the job itself is subject to change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

Director of Development Competencies

Adaptability - Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or culture.
Authenticity – Gaining other people’s trust by demonstrating openness and honesty, behaving consistently, and acting in accordance with moral, ethical, professional, and organizational guidelines.
Collaboration - Working effectively and cooperatively with others; establishing and maintaining good working relationships.
Communication - Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
Cultivating Donor Networks and Partnerships - Initiating and maintaining strategic relationships with stakeholders and potential partners inside and outside the organization (e.g., donors, peers, philanthropic associations, community partners, county government partners) who are willing and able to provide the information, ideas, expertise, and/or influence needed to advance understanding of business issues and achieve business goals.
Decision Making - Identifying and understanding problems and opportunities by gathering, analyzing, and interpreting quantitative and qualitative information; choosing the best course of action by establishing clear decision criteria, generating and evaluating alternatives, and making timely decisions; taking action that is consistent with available facts and constraints and optimizes probable consequences.
Driving for Results – Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.
Executive Disposition – Demonstrating a poised, credible, and confident demeanor that reassures others and commands respect; conveying an image that is consistent with the organization’s mission, vision and values.
Influence - Creating and executing influence strategies that persuade key stakeholders to take action that will advance shared interests and business goals.
Negotiation - Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.