



*Our Mission: We share our joy of nature to help wildlife and people thrive.*

**Position:** Senior Grants Manager  
**Status:** Full Time; FLSA Salary Exempt  
**Department:** Philanthropy  
**Reports to:** Chief Philanthropy Officer

## POSITION OVERVIEW

Established in 1986, the East Coast Zoological Foundation (ECZF) is a nonprofit organization in Melbourne, Florida, best known for its flagship campus, Brevard Zoo. Regularly voted one of the 10 best zoos in the nation in the USA TODAY 10 Best Readers' Choice awards, Brevard Zoo cares for over 800 animals and welcomes more than 500,000 visitors a year.

The Senior Grants Manager is a leader within the Philanthropy Department, responsible for overseeing the strategy and implementation of ECZF's grants programs with an annual revenue goal of \$3 - 4 million. Serving as a philanthropy communications expert, principal gift strategist, and lead development writer, this position is responsible for leading a team dedicated to researching, writing, and submitting high-quality grant applications and Letters of Inquiry in support of various ECZF programs and initiatives. This position also partners with the CEO, Chief Philanthropy Officer, and other key fundraisers to develop solicitation strategies and donor-focused written materials including major and corporate gift proposals, campaign marketing materials, and acknowledgement letters as needed.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS

#### REQUIRED:

- BA/BS degree required
- At least 5 years' experience in a donor-facing nonprofit fundraising role
- At least 3 years' supervisory experience

#### PREFERRED/DESIRED:

- Master's degree in English, creative writing, or similar
- Demonstrated passion for ECZF's mission and experience in an environmental/conservation organization

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

#### Grants & Foundation Relations – 90%



*Our Mission: We share our joy of nature to help wildlife and people thrive.*

- Design and oversee strategy to obtain and grow philanthropic support from corporate foundations, private foundations, and government grantors through the preparation and submission of grant proposals and applications.
- Develop and implement cultivation, solicitation, and stewardship strategies for a portfolio of 40-50 foundation and government prospects, with an emphasis on grants of \$100,000 and above.
- Write, edit, and submit tailored grant applications, proposals, and Letters of Inquiry to potential grantors, meeting all application requirements and internal and external deadlines.
- Work with program, finance, philanthropy, and administrative staff to collect information and materials required for grant applications. Provide hands-on assistance in developing budgets, S.M.A.R.T. goals, logic models, and attachments as needed.
- Supervise the Grants staff and contractors, overseeing solicitation strategies, providing hands-on grant writing support and mentorship, and reviewing each application to ensure the quality, accuracy, and completeness.
- Participate in and/or lead virtual donor meetings, presentations, and calls.
- Develop and maintain familiarity with programmatic needs, budgets, and priorities for the Zoo and Aquarium. Represent ECZF's mission and persuasively articulate ECZF's impact and conservation strategies.
- Track donor interactions, solicitations, and outcomes in the philanthropy CRM and Grants Calendar.

**Other – 10%**

- Serve as a principal gift strategist, partnering with CEO, Chief Philanthropy Officer, and others to develop solicitation strategies and materials such as presentation decks and gift proposals.
- Write invitations, emails, newsletters, event programs, impact reports, acknowledgement letters, and other philanthropy materials as needed.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Outstanding writing, editing, and proofreading skills required, including understanding of different external audiences and ability to tailor materials to their needs
- Exceptional strategic planning and project management skills
- Understanding of best practices in fundraising, donor relations, and proposal development
- Ability to juggle multiple projects simultaneously while meeting rigorous deadlines
- Ability to motivate a team and mentor staff with varying experience levels
- Excellent interpersonal skills, with the ability to interface effectively with the highest level of ECZF donors, board members, and senior leadership
- Ability to deliver results, influence others, and problem solve
- Positive attitude, with the ability to accept and apply constructive feedback on written work



# BREVARD ZOO

*Our Mission: We share our joy of nature to help wildlife and people thrive.*

## PHYSICAL DEMANDS/WORK ENVIRONMENT

### PHYSICAL REQUIREMENTS:

(S) Sedentary Work

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

### POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with frequent movement outdoors. Exposure to extreme heat and weather conditions. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

### WORK SCHEDULE:

Full-time, M-F. May be required to work weekends and nights as necessary. Remote/hybrid work environment may be available.

TRAVEL: N/A

The above information in this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with the Zoo’s policies on evaluation of personnel.

*Brevard Zoo is committed to an inclusive environment where employees are encouraged to be their authentic selves. We value the diverse qualities, perspectives, and experiences of all individuals. Join us in sharing the joy of nature to help people and wildlife thrive.*

**GRANTS MANAGER**

## FOR HUMAN RESOURCES USE ONLY

**Department:** Philanthropy  
**Schedule:** 40 hours per week – 12 months per year  
**Content By:** Interim CPO  
**Compensation:** Human Resources

Revision:	Date:	Revision Control:	Initiated By:
1.0	11/07/2024	Developed	Jeremy Monty – Interim CPO