



**Job Description**

Position Title	Department	Reports to
Grants & Corporate Partnership Manager	Development	Director of Development
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	07/01/2026
Salary	Salary Period	
\$82,000 - \$92,000	Annual	

**Organization Overview**

Joining the Oregon Zoo Foundation team offers the opportunity to be an advocate for one of the premier animal well-being, species recovery and conservation education organizations in the Pacific Northwest. We are a bright, dedicated and team-oriented staff. And we are passionate about supporting a financially secure world class Oregon Zoo to mobilize humanity to love and to take action for wildlife. The foundation values people who bring a sense of passion for the mission and those who appreciate others—human and animal alike.

Located in Portland, Oregon, and strongly supported by our community, the Oregon Zoo creates engaging experiences and advances the highest level of animal well-being, environmental literacy, and conservation science. Our Zoo is dedicated to the highest quality educational programs so that the public better understands, cherishes, and conserves the Earth’s wild creatures and natural resources.

The Foundation, an independent 501(c)(3) nonprofit, works in partnership with the leadership of the Oregon Zoo, which is owned and operated by Metro regional government. We raise funds for strategic Zoo programs and capital projects, and we advocate for the Zoo and its mission.

The Oregon Zoo Foundation cares strongly about the work-life balance of our team; therefore, our organization has adopted a hybrid work environment that balances the needs of being in the office with the flexibility to work from home as work allows.

**Position Summary**

Reporting to the Director of Development, the Grants and Corporate Partnership Manager leads the Oregon Zoo Foundation’s institutional and corporate fundraising efforts, managing a portfolio of foundation and corporate funding partners to secure a minimum of \$1 million annually in philanthropic revenue.



## Oregon Zoo Foundation

This position develops and executes strategies to identify, cultivate, solicit, and steward institutional and corporate funders through grants, sponsorships, corporate partnerships, and cause-related marketing opportunities. The role works collaboratively across the Foundation and Oregon Zoo to align funding opportunities with organizational priorities and ensure strong stewardship and reporting outcomes.

This position is a strategic relationship manager and strong writer who combines donor-centered communication, project management, and fundraising acumen to grow institutional support for the Zoo's mission.

### **Essential Duties and Responsibilities**

The essential functions include, but are not limited to the following:

- Lead the Foundation's grants and corporate giving program to achieve annual revenue goals.
- Develop and implement foundation and corporate giving program strategy, timeline, objectives, budget, reporting metrics, and cause-marketing initiatives.
- Identify, cultivate, solicit, and steward foundation and corporate partners capable of making gifts and sponsorship commitments of \$5,000 and above, utilizing CRM tools and moves management strategies to advance relationships.
- Develop compelling grant proposals, sponsorship materials, reports, and related communications for public and private foundations, corporations, donor-advised funds, and family foundations/trusts.
- Manage a personal portfolio of 125–140 prospective and current foundation and corporate partners to advance engagement and revenue goals.
- Supervise and support the Senior Associate of Events and Special Projects, including coaching, prioritization, professional development, and performance management.
- Collaborate and consult with foundation and zoo colleagues responsible for execution and management of partnership and/or proposal conditions and expectations.
- Collaborate as needed with Oregon Zoo staff in applying for and reporting on State and Federal grants.
- Engage partners through meetings, tours, events, and other cultivation opportunities designed to deepen relationships and inspire philanthropic investment.
- Maintain knowledge of the zoo's programs and priorities and inspire donor trust, respect and confidence in the Oregon Zoo's mission.
- Maintain accurate donor records, proposal timelines, stewardship activities, and revenue forecasting within the organization's CRM system.
- Expected to actively participate in development dept. events and planning to meet the overall philanthropy goal.
- Act as support staff to the Foundations Board Recruiting and Governance committee to provide knowledge on corporate sponsors.



# Oregon Zoo Foundation

## **Minimum Qualifications (Knowledge, Skills, and Abilities)**

- Bachelor's degree in business, marketing, nonprofit management, communications or related field, or equivalent experience.
- Minimum of 3-5 years of progressively responsible experience in nonprofit fundraising, institutional giving, corporate partnerships, grant writing, donor relations, or related fields.
- Demonstrated success securing and stewarding five- and six-figure grants and sponsorships preferred.
- Experience with prospect identification, cultivation, solicitation, and donor relations required.
- Strong project management skills with the ability to manage multiple deadlines and stakeholders simultaneously.
- Ability to handle confidential information in a professional and discreet manner.
- Excellent interpersonal, verbal, and written communication skills.
- Must be self-motivated, self-managed, able to handle multiple tasks in a fast-paced environment, have outstanding organizational abilities, good judgment and strong ethics.
- Proficiency in using a computer database and PC software.
- Familiarity with fundraising software and databases.
- Strong commitment to the mission, vision and values of the Oregon Zoo and the Oregon Zoo Foundation.

## **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Performing this position successfully requires possession of the following abilities. The employee is regularly required to communicate verbally with others. The employee is regularly required to operate objects, tools, or controls. The employee is regularly required to be in a stationary position, move about the office, or reach items; and required to move about the Zoo campus which can contain some hilly terrain. The employee must occasionally lift and/or move up to 25 pounds. The employee can comprehend, synthesize, classify, analyze, and interpret data and information from disparate or technical sources. The employee is able to make quick decisions in a fast-paced environment; to assess situations and problem-solve amidst distraction; or to adapt well in the face of workplace stressors, such as customer-service complaints and competing priorities of reasonable or high significance. The employee is regularly required to use a computer. The noise level in the work environment is usually moderate/average. Infrequent periodic early/late hours (weekend/early morning/evening meetings). Minimal physical exertion required.

## **Note**

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.



# Oregon Zoo Foundation

The Oregon Zoo Foundation is an Equal Opportunity Employer and a drug free workplace. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### Reviewed with employee by (Supervisor)

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### Received and accepted by

I understand the duties and expectations described above, and that I am expected to perform these duties. I also understand that this is not an exhaustive list of the job duties I may be asked to perform, and that my job duties, and the abilities needed to perform them, may change from time to time, with or without notice. I certify that I am able to perform the essential duties of this position, with or without accommodation. I understand that I may request a reasonable accommodation to assist me with performing the essential duties by contacting Human Resources. I also understand that my position is at-will, meaning that I or the company may terminate my employment at any time, with or without notice, for any reason.

Employee Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_