Job Title: **Business Partnership Specialist**
Reports to: Director of Institutional Advancement & Marketing
Department: Institutional Advancement & Marketing
Location: Sacramento Zoo

Summary: Essential duties and responsibilities include the following: Implement integrated fundraising strategies to initiate, manage, maintain and expand the zoo's corporate and business sponsorships. Manage solicitation strategy for all sponsorship deals and packages and maximize zoo sponsorship revenue. The Business Partnership Specialist will develop and submit sponsorship requests, establish and maintain personal contact and relationships with sponsors and potential sponsors and increase overall sponsorship revenue for the zoo. This position is full-time, working 40 hours per week, requiring some overtime and a flexible work schedule with the Sacramento Zoological Society.

Job duties include but are not limited to:

- Establish clear valuations for sponsorship opportunities in partnership with Director of Institutional Advancement & Marketing
- Responsible for a portfolio of corporations and foundations and manages the day-to-day aspects of corporate and institutional partnership development and stewardship
- Responsible for maximizing corporate giving and revenue potential with a primary focus on unrestricted funding and corporate sponsorships
- Must demonstrate initiative at all stages of the partnership cycle, from identifying prospects, managing cultivation, solicitation and submission, as well as stewardship and benefits fulfillment
- Responsible for helping to identify new strategies in collaboration with the IAM team and others around new sponsorship or event partnership opportunities to increase revenue and engagement
- Develop compelling proposal content and stay abreast of anticipated fundable projects
- Develop, market and sell sponsorship packages to corporate partners for the zoo's events and other fundraising platforms
- Coordinate, prepare and/or approve written materials, presentations and reports for corporate partners
- Steward and grow current funding relationships and expand the portfolio for new corporate and institutional prospects, including plans to maximize their giving potential over time
- Meet annual revenue goals
- Maintain sponsor data in Altru
- May assist with grant research/outreach as needed
- All other responsibilities and tasks as assigned by the Director of Institutional Advancement & Marketing

Qualifications:

Education/Experience:

- Minimum three years' experience in non-profits with development/sponsorship experience/sales
- A personal belief in the mission, goals, and objectives of the Sacramento Zoo

- Excellent writing, analytical and research skills
- Self-starter
- Excellent verbal, written and interpersonal communication skills
- Exercise good judgment and professionalism
- Comfortable communicating and networking within framework of professional sponsors and associates
- Able to organize, focus and prioritize work with multiple distractions
- Capable of working independently as well as within a team environment
- Proficient with Microsoft Word, Excel, PowerPoint and Altru
- Flexible, friendly, reliable and detail oriented
- Sensitivity and reliability with confidential information

Certificates and Licenses:

- Valid California Drivers' License required

Work Environment:

Physical Demands:

- Ability to stand or walk for long periods of time without rest; ability to sit, stoop, kneel or bend.
- Ability to perform work involving lifting, carrying and/or pushing of items up to 50 lbs.

To apply, please send a current resume and salary requirements to ZooHR@saczoo.org.