

## **Roles and responsibilities**

### **Special Events**

- Take the lead in administration of internal and external special events
- Manage all event logistics, including day-of
- Maintain revenue and expense budgets for each event
- Conduct follow-up tasks for sponsorship solicitations, as directed by ED
- Track attendance data
- Assist in marketing efforts for each event, including social media
- Secure and train general and event-related volunteers
- Conduct follow-up activities and analysis for each event
- Create and update event reports, as needed
- Send acknowledgements to attendees and sponsors
- Conduct any follow-up surveys or other communications, post-event

### **Community Engagement**

- Promote The Zoo and its events within the community
- Assist with speaking engagements and press opportunities, as necessary
- Attend community events (YPS, Chamber, Rotary, etc.)
- Provide and post regular updates for website and social media platforms, answering questions as they are posted
- Provide customer service to Zoo guests, when necessary

### **Fundraising/Development**

- Manage donor database, entering donation information and sending timely acknowledgements
- Steward donors at all levels
- Assist in the creation and implementation of direct mail efforts
- Manage online fundraising opportunities
- Seek out and maintain partnerships for in-kind donations
- Ensure all donors receive proper recognition (i.e. signage, social media tags, press releases, etc.)
- Assist in cultivation and maintenance of corporate partnerships

### **Other**

- Assist in the creation of updated marketing materials
- Promote and administer animal adoption program
- Lead tours, when necessary

### **QUALIFICATIONS**

- Bachelor's degree in related field
- A minimum of 1 year nonprofit development experience; event management and donor engagement experience preferred
- Stellar verbal and written communication skills
- Ability to multi-task
- Extraordinary attention to detail
- A self-starter willing to take initiative
- Experience managing a donor database
- Familiarity with social media and web page platforms
- Comfort networking and interacting with vendors, as well as corporate and individual donors
- Willingness and ability to work varied hours when required

No phone calls or emails, please. All resumes must be submitted through Indeed.

Job Type: Full-time

Salary: \$15.00 to \$16.00 /hour

Education:

- Bachelor's (Preferred)

License:

- Driver's License (Required)

Work Location:

- One location

Benefits:

- Health insurance
- Retirement plan
- Paid time off

Schedule:

- Monday to Friday
- 8 hour shift