Job Title: Executive Assistant
Status: Full Time, Hourly (non-exempt)
Reports to: Executive Director
Salary: $15.38-$17.78 per hour; DOQ

Job Summary

The Executive Assistant is a professional, full-time position responsible for handling a wide range of administrative and executive level support duties for the Executive Director, Major Gift program, Grant program, and fundraising events. This position will be a key part of The Zoo Society team.

About The Zoo Society

The Zoo Society is a 501(c)3 non-profit fundraising organization whose purpose is to lend financial support to Point Defiance Zoo & Aquarium (PDZA). The Zoo Society fosters the relationship between Point Defiance Zoo & Aquarium and our community by raising funds and generating community support. The Zoo Society supports the mission of PDZA by providing financial and in-kind resources for the Zoo's recreation, education and conservation programs, its animal collections, and its permanent and temporary exhibitions.

Specific Duties

Executive support:

- Lead administrative contact for the Board of Directors
- Contact and provide timely responses to staff, donors, board members and prospects
- Provide staff support to Board Committees: schedule meetings, prepare and distribute meeting materials, set-up meeting spaces
- Assist with preparation of Power Point presentations
- Maintain calendars and perform scheduling duties
- Respond to routine correspondence
- Prepare agendas and meeting minutes
- Draft correspondence to donors, volunteers, and friends of The Zoo Society
- Maintain clear and consistent filing systems, both electronic and paper

Major Gift and Grant support:

- Coordinate the tracking, drafting, and submission of grant reports
- Lead staff contact for Society's contract grant writer
- Record donor stewardship and cultivation activities in Raiser's Edge
- Schedule meetings with donors and funders
- Support the submission of funding requests (e.g., compiling necessary documents and information, mailing application packet, etc)
- Coordinate annual updates for onsite donor recognition

Event support:

- Coordinate event volunteer recruitment and management
- Execute volunteer training (one time per year)
- General staff support for the Society's biggest event -- Zoobilee

Specific Duties (continued)

General Office Support:

- Conduct inventory of and regularly replenish office equipment and supplies including stationery and business cards
- Some evening and weekend work required

Qualifications

- Bachelor's Degree preferred
- Experience in providing administrative support at the Executive level
- This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people and fundraising programs
- Ability to interact with staff (at all levels) and volunteers in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient. A high level of professionalism and confidentiality is crucial to this role
- High level written and verbal communication skills, strong decision making ability and attention to detail are equally important
- Fluent in Microsoft Office programs with high typing competency
- Raisers Edge, or other donor database software, knowledge preferred

Application Process

To be considered for this opportunity, submit a letter of interest outlining your qualifications for the position and a resume by emailing us at society@thezoosociety.org. Please include your cover letter and resume as PDF attachments to your email.

Compensation and Benefits

This position is a 40 hour per week, hourly position. Compensation is $15.38-$17.78 per hour, depending on qualifications. Benefits include: medical, dental, employee assistance, life insurance, long and short term disability, 401(k), paid holidays and paid time off.

Closing Date

February 15, 2013 or until filled.

Equal Opportunity

The Zoo Society is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or other non-related work factor as protected by law.