



**Job Title:** Special Events and Annual Fund Director  
**Status:** Full Time, Salaried (exempt)  
**Reports to:** Executive Director  
**Salary:** \$45,000 - \$58,000 annually; DOQ

### **Job Summary**

The Special Events and Annual Fund Director is responsible for coordination, implementation, and evaluation of all aspects of The Zoo Society's major fundraising event, Zoobilee, with revenue expectations of \$300,000+ and is responsible for administration and coordination of The Zoo Society's Annual Fund. This position also provides seamless management and oversight in administering smaller donor events throughout the year. This position will work together with event consultants, committee volunteers, outside vendors, and internal constituents to ensure that revenue and event goals are achieved. This position requires evening and weekend work.

### **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**

Special Events:

- Serve as the staff coordinator for Zoobilee, the Zoo Society's signature fundraising event. Zoobilee is a black-tie auction gala held the third Friday in July.
- Work in close partnership with outside event consultants to design, plan, implement, and evaluate all aspects of the event. This includes event timeline/layout, advertising and event collateral, budget development, vendor contracts, committee administration, auction procurement and management, ticketing, guest registration, benefit, recognition, and item fulfillment, and post-event follow up, evaluation and thank you coordination.
- Lead staff liaison to Executive Director, PDZA staff, event chairs, board members, volunteer committees, event vendors, auction donors, and guests.
- Coordinate committee communications and scheduling.
- Responsible for event budget development and tracking.
- Provide primary administrative support for sponsorship recruitment, tracking, and benefit fulfillment.
- Execute event ticketing including data entry to auction software, bid numbers, bid packets, and table assignments.
- Plan and implement event auctions (online, silent, and live) in partnership with event consultants, auction committee, and Society staff partners. Manage auction procurement efforts.
- Coordinate the Zoobilee raffle; distribute, track and collect raffle ticket sales in accordance with WA State Gambling regulations.
- Plan, implement and evaluate smaller donor benefit events throughout the year. To include, but not limited to, Love at the Zoo (Early Spring), VIP Breakfast (Fall), Zoolights VIP Party (November) and special donor behind the scenes.

Annual Fund:

- Responsible for cultivation, solicitation, and stewardship of donors giving under \$1,000 annually.

- Administer and coordinate the Zoo Society's "Adopt an Animal" program to include program development, marketing, product ordering, and order fulfillment.
- Draft correspondence to donors and friends of The Zoo Society.

### **Specific Duties (continued)**

#### General Duties:

- Coordinate donations of Zoo membership, tickets, and behind the scenes tours to outside organizations.
- Advance the mission of The Zoo Society in support of Point Defiance Zoo & Aquarium through events, email and print communication, volunteer and committee engagement and other opportunities as arise.
- Monday – Friday 8-5, regular evening and weekend work required for events and committee meetings.

### **Qualifications**

- Bachelor's degree required or equivalent experience.
- Three to five (3-5) years experience with major special events design and execution preferred.
- Exceptional attention to detail, organizational, time management and prioritization skills; and experience with financial and event reporting.
- Ability to work independently and as a team player, to take initiative and manage multiple deadline-driven tasks and projects simultaneously.
- Demonstrate effective oral and written communication skills.
- Able 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.
- Proficient and experienced with MS Office (particularly Word, Excel, and Outlook), Auction software (*Ready Set Auction*), *Raiser's Edge* experience are a plus.

### **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](mailto:society@thezoosociety.org). Please include your cover letter and resume as PDF attachments to your email and list the position title in the subject line of the email.

### **Compensation and Benefits**

This is an exempt level full time position. Compensation is \$45,000 - \$58,000 annually, 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**

October 4, 2013 or until filled. Anticipated start date November 1, 2013.

### **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.