

BINDER PARK ZOO

DONOR RELATIONS ASSOCIATE

Mission Statement: To Connect, Inspire, Conserve. Connect people with nature. Inspire them to conserve.

REPORTS TO: President & CEO

SEASONAL OR NON-SEASONAL: Full-time, Non-seasonal, Benefited

FLSA STATUS: Hourly, Non-Exempt

POSITION SUMMARY:

Assist the zoo accomplish its mission supporting all administrative tasks related to the design and execution of donor relations and event planning functions.

POSITION REQUIREMENTS:

- Ability to maintain confidentiality and security of sensitive information.
- Highly skilled in interpersonal, written and verbal communications.
- Ability to work independently and to plan, organize and handle multiple tasks as necessary.
- Experience with Raiser’s Edge or other Donor Software
- Experience with fundraising and event planning

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Perform a range of support duties as they relate to managing the RSVP process for donor events and provide excellent customer service to enhance the guest experience while assisting with event planning and other onsite needs.
- Perform grant research and writing functions.
- Seek out and recommend new grant opportunities for the zoo.
- Attend off-site meetings related to grant awards and donor prospects.
- Support the timely production of acknowledgement letters of donations.
- Provide administrative support to the CEO.
- Maintain confidentiality and security of sensitive information.
- Maintain donor profiles and records.
- Assist the President & CEO and Manager of Marketing and Development in building and maintaining donor relationships.
- Manage the registration process at special events and for other donor programs if requested.
- Assist department chairs during zoo fundraising events.
- Assist with preparing for meetings and functions.
- Relate positively with diverse groups of people (donors, guests, staff and volunteers).

OTHER DUTIES AND RESPONSIBILITIES:

- Provide backup for other clerical functions as needed.
- Comply with all Binder Park Zoo policies and procedures.
- Contact and interact with board members and other community leaders.
- Participate in team oriented zoo projects as needed.
- All other duties as assigned.

SUPERVISORY RESPONSIBILITIES: N/A

PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Ability to work a flexible schedule including weekends, evenings and holidays.
- Ability to read, speak and write English in order to fulfill job functions in an understandable way.
- Ability to operate a computer using a keyboard and mouse and be literate in the use of a variety of software.

APPROVAL:

Supervisor Signature

Date

STATEMENT OF UNDERSTANDING AND ACCEPTANCE:

I have received a copy of the job description for Donor Relations Associate. I have read the requirements as outlined and understand this is not an exhaustive list of duties, but an overview of the general duties and responsibilities of the position.

Employee Signature

Print Name

Date

Binder Park Zoo offers employment opportunities, education programs, and services without regard to race, color, religion, national origin, disability, age, height, weight, marital status, gender, sexual orientation, or gender identity.