

POSITION DESCRIPTION



POSITION TITLE: Senior Coordinator for Corporate Partnership and Events

UPDATED: May 2017

SUPERVISOR'S TITLE: Director of Development

FLSA Status: Exempt

PURPOSE

The Senior Coordinator for Corporate Partnership and Events is responsible for coordinating the zoo's Corporate Partnership program and annual fundraising events such as Zoobilee, Zoo Brew & Wine Too, and MaskZOOrade. This position also contributes to positive guest experiences and performs other duties as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- ▶▶ Develops a shared vision and goals for special events and corporate partnership opportunities with the Director of Development.
- ▶▶ Secures sponsorships and funding for events, activities, and programs as outlined in the zoo's Corporate Partnership program.
- ▶▶ Coordinates all work, activities, timeline, and logistics associated with the planning and execution of the zoo's special fundraising events, such as Zoobilee, Zoo Brew & Wine Too, and MaskZOOrade.
- ▶▶ Organizes and effectively communicates with volunteer committees for each special event, and works with the Director of Development on meeting agendas and recruitment of new members.
- ▶▶ Supports the work of the committees and committee members as needed.
- ▶▶ Creates and manages budgets associated with special events and the corporate partnership program.
- ▶▶ Maintains a positive, professional relationship with all special event vendors and contractors.
- ▶▶ Professionally works with corporate partners and ensures all obligations are fulfilled.
- ▶▶ Evaluates and recommends updates to the Corporate Partnership program on an annual basis to the Director of Development.
- ▶▶ Evaluates each special event and compiles a comprehensive post-event summary with feedback from guests, committee members, staff, and sponsors.
- ▶▶ Assists with the coordination and execution of auction fulfillment activities or events in collaboration with the other members of the development team.
- ▶▶ Reviews meeting minutes for accuracy.
- ▶▶ Attends department meetings.
- ▶▶ Keeps abreast of best practices and trends in the areas of philanthropy-based corporate partnerships and special events.
- ▶▶ Cross trains on other office functions as needed.
- ▶▶ Accepts other projects and duties as assigned by the Director of Development
- ▶▶ Assists with special projects and helps other zoo employees as needed.
- ▶▶ Actively contributes to positive guest experiences.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- ▶▶ A bachelor's degree in philanthropy, hospitality management, communications, marketing, or other related field is required.
- ▶▶ Five years of experience in event planning, hospitality, project management, sponsorship, or other development-related work is required.
- ▶▶ A valid driver's license is preferred.

- ▶▶ Must have transportation to attend meetings or perform other off-site work-related duties.
- ▶▶ Experience with Donor Perfect and Constant Contact software is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Ability to prioritize and manage multiple ongoing projects with attention to detail.
- ▶▶ Ability to direct volunteers, contractors, and other zoo staff as needed to execute special events.
- ▶▶ Ability to learn IRS rules and regulations regarding philanthropic gifts.
- ▶▶ Ability to input information accurately into a database.
- ▶▶ Ability to learn how to use a donor database to generate event management reports.
- ▶▶ Ability to professionally and effectively communicate with others through written correspondence.
- ▶▶ Ability to troubleshoot, analyze situations, and make sound business decisions.
- ▶▶ Ability to make independent decisions and manage time effectively.
- ▶▶ Knowledge of Microsoft Office software.
- ▶▶ Strong organizational skills.
- ▶▶ Knowledge of general office procedures and practices.
- ▶▶ Knowledge of correct grammatical usage, punctuation, etc.
- ▶▶ Ability to create and manage budgets.
- ▶▶ Ability to work a flexible schedule as needed.
- ▶▶ Ability to handle confidential information.
- ▶▶ Ability to understand and follow all safety regulations.
- ▶▶ Ability to handle multiple tasks simultaneously.
- ▶▶ Ability to arrive to work on time and maintain a positive attendance record.
- ▶▶ Ability to serve in every respect and at all times as a goodwill ambassador for the Fort Wayne Zoological Society and the Fort Wayne Children's Zoo in contacts with zoo visitors and the general public.
- ▶▶ Ability to deal tactfully and politely with guest questions and misbehavior.
- ▶▶ Excellent communication skills to establish and maintain effective working relationships with staff, volunteers, partners, and/or the public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Ability to work an extended workday while performing physically demanding duties for special event preparation and execution.
- ▶▶ Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- ▶▶ Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- ▶▶ Ability to regularly travel assigned areas several times per day and efficiently enter all assigned areas.
- ▶▶ Ability to read reports, receipts, and other statements; and ability to use properly handle currency.
- ▶▶ Ability to properly lift and carry items up to 25 pounds.
- ▶▶ Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- ▶▶ Good speaking and listening skills.
- ▶▶ Ability to perform focused work with close attention to detail.
- ▶▶ Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- ▶▶ This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- ▶▶ This position may include exposure to potentially dangerous animals.