

## POSITION DESCRIPTION



**POSITION TITLE:** Donor Events Coordinator

**UPDATED:** July 2024

**SUPERVISOR'S TITLE:** Director of Philanthropy and  
Community Relations

**FLSA Status:** Nonexempt

### **PURPOSE**

The Donor Events Coordinator serves in the zoo's philanthropic Development Department. This position plans and executes all donor events and assists with additional donor relations areas. This position should have a passion for the zoo's mission and a flexible schedule to include evenings and weekends to support donor events and donor relations activities, as well as other functions as directed by the Director of Philanthropy and Community Relations. 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**

- ▶▶ Plans and executes a variety of events, meetings, tours, and experiences which will vary in size and scope. This includes major fundraising events such as Zoofari, Corks for Conservation, and Zoobilee.
- ▶▶ Organizes special event committee meetings, creates agendas, takes meeting minutes, and supports the needs of committee members in collaboration with the Director of Philanthropy and Community Relations.
- ▶▶ Works closely with event sponsors and may be responsible for solicitation and stewardship of a portfolio of corporate partners. May advise the Director on elements of the zoo's Corporate Partnership Program.
- ▶▶ Assists in maintaining the zoo's database by inputting and updating donor information, gift history, running and analyzing reports, adding contact updates, and working with the team to plan and execute donor contact management responsibilities.
- ▶▶ Performs basic office functions and helps cover the reception area of the department as needed.
- ▶▶ Accepts other projects and duties as assigned by director.
- ▶▶ Assists with the processing of gifts (cash, check, credit card, transfers) and produces thank you letters, and tax receipts as needed.
- ▶▶ Cross trains on other department functions as needed.
- ▶▶ Supports the zoo's commitment to continued growth of diversity, equity, access, inclusion, and belonging for zoo team members, volunteers, guests, and supporters.
- ▶▶ 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.

- ▶▶ High school diploma or GED is required.
- ▶▶ Three years in event planning, hospitality, project management, sponsorship, or other donors relations work is required.
- ▶▶ Bachelor's degree in hospitality, communications, marketing, nonprofit management, or related field is preferred.
- ▶▶ A valid driver's license is preferred.
- ▶▶ Must have transportation to attend meetings or perform other off-site work-related duties.
- ▶▶ Experience with Blackbaud Altru, GiveSmart, Constant Contact, Canva, or other CRM and graphic design software is preferred.
- ▶▶ Must be at least 21 years of age.

## **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 professionally and effectively communicate with others through written correspondence.
- » Ability to troubleshoot, analyze situations, and make sound business decisions.
- » Knowledge of Microsoft Office software.
- » Strong organizational skills.
- » Knowledge of general office procedures and practices.
- » Knowledge of correct grammatical usage, punctuation, etc.
- » 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, 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 to and effectively enter all assigned areas several times per day.
- » Ability to read reports, receipts, and other statements; and ability to 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.
- » 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 or venomous animals.
- » This position may include exposure to zoonotic diseases.
- » This position may include exposure to noxious native plants.
- » This position may include exposure to native biting insects and arthropods.