



## Volunteer Opportunity

**Position:** Development Volunteer

**Organization:** Seneca Park Zoo Society

**Department:** Development

**Direct Supervisor:** Development Director

**FLSA Status:** Volunteer, unpaid.

**Full-time/Part-time:** Part-time. Flexible schedule.

**Hours:** A minimum of six (6) to eight (8) hours per week to be divided as best fits for the Volunteer and the Development Team. Additional hours around special projects not required, but appreciated.

Volunteer duties include:

### Ongoing

#### Clerical

- Filing and other miscellaneous clerical task as needed
- Preparation and compilation of Development materials
- Assist with weekly acknowledgment mailings
- Proof-read documents as requested/permitted
- Data entry into spreadsheets and event software

#### Research

- Continually researches other Zoos events and compiles data to assist in benchmarking our events
- Research potential vendors (pricing, offerings, and reviews) to help streamline potential bid requests

### Special Projects

#### Clerical

- Assist with mass mailings for Development events, fundraisers, and appeals
- Help with post-event closeouts, including filing and assisting in reconciliation of event
- Greater Giving data entry of procurement items for Zoobilation
- Create event binders as needed, for upcoming fundraisers

#### Research

- Assist with foundation and corporate prospecting through numerous databases like Grant Station, Foundation Center and more
- Assist with qualifying these prospects utilizing a set of questions about funder opportunity designed by Manager of Corporate Giving
- Procurement research and charitable guidelines for Zoobilation

#### Miscellaneous

- Assist with other miscellaneous projects with Development as needed

#### **Requirements**

- Excellent interpersonal, verbal and written communication skills
- Proficient in Microsoft Office Suite, particularly Word and Excel
- Strong attention to detail
- Ability to learn new programs as needed
- Ability to quickly shift gears to move to a new project
- Ability to lift a minimum of 10 lbs.
- Grants or events experience a plus

Please digitally submit resume and photography samples to [volunteers@senecazoo.org](mailto:volunteers@senecazoo.org) with Development Volunteer in the subject line.