



Position Title: Special Events Coordinator
Reports to: Director of Development
Status: Full-time including evening and weekend hours to handle special events and Development Department needs.
Exempt employee.

Job Summary: Provide overall leadership and management for successful signature and third party fundraising events and efforts on behalf of the Seneca Park Zoo Society. Enroll and engage event committee volunteers for each signature event, and seek out and support third party fundraisers benefiting the Zoo Society. Set overall strategic direction for signature events, while also managing logistical details include budgets, vendors, and compliance with all applicable laws and licenses.

Summary of Responsibilities:

Special Events Operations

- Assume primary responsibility for all the Zoo's special events, ensuring a high level of quality and solid return on investment.
- Organize and manage the special events day-to-day operations, ensuring continuous improvement in the systems and processes.
- Propose, implement and evaluate special events fundraising plans and programs, including methods, organization, timelines, recordkeeping, database tracking, budgets, policies, research, acknowledgement and recognition.
- Manage, evaluate and expand special events under the direction of the Director of Development and committee leadership.
- Coordinate special events committees and planning including budgets/timelines for each special event.
- Act as a liaison with each event committee to ensure all logistics, including volunteers for special events, are fulfilled.
- Maintain accurate and complete financial records for each special event. Submit reports to the Director of Development and committee leadership for analysis and review.
- Work closely with special event committees, Development team, and Communications Department to develop and implement a plan for sponsorships and marketing.
- Other duties as assigned.

Qualifications will include:

- Bachelor's Degree or equivalent.
- 3+ years of special events fundraising experience preferred.
- Excellent interpersonal, verbal and written communications skills – ability to build consensus across internal and external constituents.
- Highly organized strategic thinker. Experience in establishing clear direction, operating against objectives and meeting deadlines.
- Strong management skills. Experience in both leading teams and in working collaboratively as part of a team.
- Energetic and enthusiastic leader, comfortable with both the creative elements and technical components of the role.
- High level of resilience and comfort managing strong personalities with patience and a sense of humor.
- Ability to represent the Seneca Park Zoo Society in a variety of venues to diverse constituencies.
- Ability to spend extended periods of time on your feet.
- Ability to lift and move items and equipment.
- Proficient in Microsoft office products; Blackbaud, Eventbrite, Crowdrise, Survey Monkey and Greater Giving experience a plus.
- Maintain a valid New York State Driver's License.

All interested applicants must submit a current resume and a cover letter describing their qualifications as they relate to the duties of the position. Electronic copies are encouraged and may be submitted to: clevengood@senecazoo.org with Special Events Coordinator in the subject line or by hard copy to Special Events Coordinator Search, Seneca Park Zoo Society, 2222 St. Paul Street, Rochester, NY 14621. ***All applications must be received by 5 p.m. on September 8, 2017.***

The Seneca Park Zoo Society is an Equal Opportunity Employer