



Position: Development Assistant
Organization: Seneca Park Zoo Society
Date Posted: December 28, 2017
Applications Due: January 12, 2018

Department: Development Department
Direct Supervisor: Director of Development
FLSA Status: Non-Exempt
Hours: Twenty hours a week. Half time Monday through Friday. Advance notice given for weekend and evening hours.

General Summary: Provides administrative support for the Development Department of the Seneca Park Zoo Society.

Requirements: Associate's degree and two to three years' experience as an assistant at the executive level. Proficiency with Microsoft Word and Excel required. Experience with Altru and Office 365 is highly valued. Other attributes required are strong communications, oral and writing skills, confidentiality, organizational skills, attention to detail, ability to work in a busy office, and an ability to implement and analyze all fundraising programs. In addition, the perfect candidate enjoys working in a team environment and works effectively with donors, corporate and foundation representatives, volunteers and staff.

Development Assistant Responsibilities:

Gift Processing and Acknowledgements

- On a daily basis, handle all development gifts from deposit through acknowledgements.
- Corporate Membership/Sponsorship management, to include gift processing, and issuing membership packages in a timely fashion with direction from Manager of Institutional Giving.

Administrative

- Assist Director of Development in his role as liaison with all donors and support all development processes and strategies to ensure success.
- Provide support for departmental committee meetings (Planned Giving, Development, Jungle Jog, ZooBoo, Zoobilation) including sending meeting reminders, recording of minutes, communicating with members, and coordinating with Food Service Department as needed.
- Input accurate donor notes from Director of Development meetings and correspondence into fundraising database.
- Produce accurate, timely purchase orders, checks requests, time sheets, attendance reports, etc.
- Cultivate a good working relationships with all other Society departments for collaboration on meetings as needed.

- Support and work with other departments and staff on projects related to Development Department success, and the overall goals of the Seneca Park Zoo Society.
- Maintain up-to-date Development Department files.
- Send meeting reminders and updates.
- Other duties as assigned.

Events

- Provide departmental support for Individual Donor Events (Brunch with Keepers, Forever Wild Society, Corporate & Foundation), and other special events. This will include attendance at events, data entry, mailings, invitation design, letter-writing, guest list management, reservations, ticketing, deposits, gift-in-kind transactions and administrative support.
- Special events support for Cinco de Rhino, Zoobilation, Jungle Jog, ZooBoo and Breakfast with Santa. includes assisting Special Events Manager with projects on an as needed basis, attendance at any committee meetings, and attendance at event.

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 Development Assistant in the subject line or by hard copy to Development Assistant Search, Seneca Park Zoo Society, 2222 St. Paul Street, Rochester, NY 14621. All applications must be received by 5 p.m. on 01/12/2018.

The Seneca Park Zoo Society is an Equal Opportunity Employer