



## JOB POSTING

**Job Title:** Special Events Manager

**Department:** Development

**Working Hours:** Full time. Monday – Friday and occasional weekend hours to manage special events and the needs of the Development department.

**Direct Supervisor's Name and Title:** Chuck Levengood, Director of Development

**FLSA Status:** Exempt

### JOB SUMMARY

The Special Events Manager will provide overall leadership and management for successful signature and third-party fundraising events on behalf of the Seneca Park Zoo Society. This includes setting the overall strategic direction for signature events while also managing the logistical details, such as budgets and vendor relations, as well as ensuring compliance with all applicable laws and licenses. The Special Events Manager will enroll and engage event committee volunteers for signature events and seek out and support third party fundraisers to benefit the Zoo Society.

### DUTIES

- Assumes primary responsibility for all the Zoo's special events while ensuring a high level of quality and solid return on investment.
- Organizes and manages the special events day-to-day operations while ensuring continuous improvement in the systems and processes.
- Proposes, implements, and evaluates special events fundraising plans and programs, including methods, organization, timelines, recordkeeping, database tracking, budgets, policies, research, and recognition and acknowledgements.
- Manages, evaluates, and expands special events under the direction of the Director of Development and Development Committee leadership.
- Coordinates special events committees and planning including budgets and timelines for each special event.
- Works with the Manager of Volunteer Programs to outline and fill volunteer positions for all Special Events.

- Maintains accurate and complete financial records for each special event.
- Works closely with Special Event Committees, Development Team, and Communications Department to develop and implement a plan for sponsorships and marketing.
- Other duties as assigned.

#### **TECHNOLOGY/ EQUIPMENT/ TOOLS**

- Desktop/laptop computer
- MS Office Software (Word, Excel, PowerPoint)
- Blackbaud, Survey Monkey, Donately and Greater Giving software

#### **PHYSICAL ACTIVITY**

This position requires sitting, walking, standing, speaking, hearing, interacting with general public, visitors and staff. Will spend extended periods of time standing. Some lifting and carrying less than 40 pounds.

#### **WORK ENVIRONMENT**

Work is performed primarily in an office environment with moderate to light noise. Walking to various locations throughout Seneca Park Zoo will require exposure to outdoor elements. Due to Zoo's hours of operation, night and weekend availability for special events is required.

#### **EDUCATION REQUIREMENTS**

Bachelor's degree or equivalent years of experience

#### **EXPERIENCE REQUIREMENTS**

- Must possess three or more years of Special Events fundraising experience.
- Ability to represent the Seneca Park Zoo Society in a variety of venues to diverse constituencies.
- Proven experience building consensus across internal and external constituents.
- Proven success in establishing clear direction, operating against objectives and meeting deadlines.
- Exhibit strong management skills and have experience in both leading teams and in working collaboratively as part of a team.
- Exhibit energetic and enthusiastic leadership qualities and be comfortable with both the creative elements and technical components of the role.
- Demonstrate a high level of resilience and have proven experience in managing strong personalities with patience and a sense of humor.
- Must be proficient in Microsoft office products; Blackbaud, Survey Monkey, Donately and Greater Giving experience a plus.
- Maintain a valid New York State Driver's License.

## SKILLS, COMPETENCIES AND REQUIREMENTS

Excellent interpersonal, verbal and written communications skills. Highly organized strategic thinker. Strong organizational skills. Strong collaboration skills and ability to work well with others.

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:

[hr@senecazoo.org](mailto:hr@senecazoo.org) with Special Events Manager in the subject line or by hard copy to Director of Development, Seneca Park Zoo Society, 2222 St. Paul Street, Rochester, NY 14621. **All applications must be received by 5 p.m. on 4/19/2019.**

*The Seneca Park Zoo Society is an Equal Opportunity Employer*