

Friends of Zoo Boise Job Description: Development Specialist

Position overview: Friends of Zoo Boise is seeking a full-time Development Specialist to support the Development Department with organizational tasks necessary to run the membership, fundraising, event and conservation activities of Friends of Zoo Boise.

Reports to: Event and Rental Coordinator.

Schedule: 40 Hour work week, typically 8am-5pm. The Development Specialist is a full-time position scheduled Thursday-Monday. Some evenings are necessary.

Job Duties:

1. Track renter responses to ensure contract, certificate of liability insurance, and deposit are received by date indicated in agreement.
2. Communicate with renters to assess all setup and attendance needs and seek feedback on their experience following the event. Promptly present all concerns to Event Coordinator.
3. Organize birthday parties and other parties requiring reserved space during regular business hours, including setup and take down of tables, chairs, signs, etc.
4. Coordinate Private Animal Encounters, including scheduling and staffing.
5. Coordinate Snooze at the Zoo events in partnership with the Education Department.
6. Assist the Membership Coordinator with processing annual memberships including data entry, mailings, renewal reminders and other benefit fulfillment needs. Serve as backup to assist with membership inquiries.
7. Assist with fundraising needs including donation and thank you processing.
8. Maintain relevant records, including filing.
9. Confirm all website information on rentals, events, and Private Animal Encounters is accurate.
10. Serve as second on-site staff during larger rentals.
11. Assist Event Coordinator in preparation consisting of errands, purchases, assembly, decorations, supplies, and set up for zoo events including:
 - Easter Eggstravaganza
 - Boo at the Zoo
 - Wine Safari
 - Painting with Penguins
 - Zoobilee
 - New events as added.
12. Schedule new and returning vendors to participate in events.
13. Maintain organization of event storage areas, including accurate inventory and location of all Friends of Zoo Boise tables, chairs, and linens, and costumes.

14. Assist Event Coordinator with the preparation, processing and maintenance of rental client files and ensure timely processing of paperwork including insurance forms, price quotes and reservation materials.
15. Actively participate in department and all-staff meetings and trainings.
16. Perform multi-weekly errands for the zoo including bank runs, postal runs, and report deliveries.
17. Perform duties in accordance with zoo policies.
18. Other duties as assigned.

Qualifications

1. Superior organizational and oral communication skills.
2. Capacity to work independently and in teams.
3. Negative TB test.
4. Must be at least 18 years old.
5. Energy, humor, creativity, professionalism, maturity and strong work ethic.
6. High School or GED required.
7. Excellent interpersonal and communication skills, both written and oral.
8. Must be able to work outdoors in a variety of temperatures.
9. Demonstrated ability to tactfully handle stressful situations, negotiate and resolve conflicts and maintain confidentiality.
10. Strong computer skills with proficiency in MS Word, Excel and Outlook.
11. Excellent time management, organization and independent judgment skills.
Willingness to take responsibility and problem solve in a proactive manner. Ability to follow as well as give direction.
12. Ability to work flexible work schedule including nights and weekends.
13. A passion for conservation and the mission of Zoo Boise.
14. Excellent attention to detail.
15. Have a valid driver's license or have the ability to obtain one.

Working Conditions: While performing the duties of this job the employee is regularly lifting/carrying up to 10 lbs., rarely lifting/carrying up to 35 lbs. Also, the employee is rarely pushing/pulling up to 35 lbs. Work includes sensory ability to talk, hear and smell. Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach, grasp, climb and balance. Position requires hand/finger dexterity.

Working Environment: The work environment will include inside conditions, outdoor weather conditions, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter.

Compensation: This position pays \$16-18 hourly, depending on experience. The organization offers competitive health insurance coverage, retirement plan and vacation/sick leave benefits.

About Zoo Boise: Zoo Boise is a 17-acre zoo located in beautiful Julia Davis Park of downtown Boise, Idaho. Our mission is to connect our visitors with animals to inspire

and involve our community in the conservation of wildlife worldwide. It is home to over 300 animals from 100 species, receives 340,000 visitors annually and is accredited by the Association of Zoos and Aquariums. The Friends of Zoo Boise is a 501(c)(3) membership organization that supports Zoo Boise in the area of animal acquisition, capital improvement projects, education programs, volunteer opportunities, and special events. The goal of each of these components is to increase public awareness, knowledge, and appreciation of the zoo, wild animals, animal habitats, species conservation, and the environment.

How to apply:

Submit a cover letter, resume, and three references to: Elaine Gleaton, Event and Rental Coordinator, at egleaton@cityofboise.org.

Deadline to apply is December 14, 2023.

Please no phone calls.