



**Position Title:** Membership Coordinator

**Position Overview:** The full-time Membership Coordinator supports the Administration and Development Departments with organizational tasks necessary to run the membership, fundraising, event, and conservation activities of Friends of Zoo Boise.

**Reports to:** Director of Development

**Schedule:** The Membership Coordinator is a full-time position scheduled Tuesday through Saturday weekly. Some evenings and weekends are necessary.

**Job Duties:**

1. Process all annual passes and memberships including data entry, mailings, renewal reminders, and other benefit fulfillment needs;
2. Prepare annual membership budget, including evaluating pricing and estimating revenue and evaluating expenses;
3. Plan and administer Adopt an Animal program (including developing an annual budget) and ensure all benefits are fulfilled;
4. Coordinate zoo ticket donations to other nonprofit organizations and sponsors;
5. Assist with organizational aspects of Zoo Boise conservation programs, including revenue collection and maintenance of in-zoo conservation stations;
6. Assist Director of Development with fundraising needs including donation and thank you processing;
7. Maintain database including updating procedures and preparing mailing lists and reports as needed. Ensure database is functioning correctly and efficiently. Strive to improve efficiency of processes and use of the database;
8. Maintain relevant records, including filing;
9. Perform multi-weekly errands for the zoo including bank runs, postal runs, and report delivery;
10. Assist with fundraising events and donor tours;
11. Prepare annual reports for season sponsors
12. Support the Director of Development in a range of capacities as needed, including report generation;
13. As needed, prepare bank deposits and monthly financial reports.
14. And other duties as assigned.

**Qualifications:**

1. One-three (1-3) years of prior experience working at a nonprofit or membership facility;
2. A passion for conservation and the mission of Zoo Boise;
3. Superior organizational, written, and oral communication skills;
4. Exceptional customer service skills;
5. Ability to maintain confidentiality of membership and donor information;
6. Capacity to work independently and in teams;
7. Conversant with required computer programs including Microsoft Office;

8. A strong working knowledge and experience using donor database systems (Zoo Boise currently uses Donor Perfect) and creating associated data queries, reports, templates, and forms;
9. Familiarity with nonprofit fundraising and membership best practices, tools, and techniques;
10. Excellent attention to detail;
11. Energy, humor, creativity, professionalism, maturity, and strong work ethic;
12. Negative TB test;
13. Have a valid driver's license or have the ability to obtain one.

**Working Conditions:** Physical Efforts 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 \$17-20 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 guests 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 guests 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. [zooboise.org](http://zooboise.org)

## **To Apply:**

**Send cover letter, résumé, and three references by Friday, March 29, 2024 by 5:00PM MDT to:**

**Rachel Winer, [rwiner@cityofboise.org](mailto:rwiner@cityofboise.org)**

**No phone calls, please.**