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| **FRIENDS OF THE TOPEKA ZOO**  **Fundraising/Development Specialist Job Description** | |
| **EOE Statement**  Friends of the Topeka Zoo is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, genetics, disability status, protected veteran status or any other characteristic protected by law. | |
| **POSITION REPORTS TO** | FOTZ Executive Director |
| **EXEMPT / NON-EXEMPT** | Non-Exempt |
| **FULL-TIME / PART-TIME** | Full-Time |
| **HOURS** | 8:00 – 5:00, however, hours may vary at times Some evenings and weekends especially during event season will be required. |
| **ABOUT FRIENDS OF THE ZOO** | Established in 1964, Friends of the Topeka Zoo is a non-profit corporation organized under the laws of the State of Kansas to carry out charitable, educational, and literary work in the community for development and improvement of the Topeka Zoo and Conservation Center. FOTZ is a membership based organization. With over 5,000 membership households, we are one of the largest membership based organizations in Northeast Kansas. Funds raised through membership dues as well as corporate sponsorship, grants, and special fundraising events are used to improve and develop the Topeka Zoo with core focus on education, promotion, conservation, exhibit enhancement, and capital projects. |
| **DESCRIPTION SUMMARY** | Serves a key role in the development and coordination of FOTZ fundraising events including the annual Zoobilee and Brew at the Zoo. Maintains and grows relationships with existing corporate donors. Proactively identifies and develops new sources of financial support to meet annual fundraising goals, primarily through execution of special event fundraisers. |
| **ESSENTIAL DUTIES / RESPONSIBILITIES**  **ESSENTIAL DUTIES / RESPONSIBILITIES**  **(continued)** | **Related to Zoobilee**  ***Overall Event Logistics***   * Develop a timeline for the event and provide weekly progress updates for staff. * Work closely with Marketing Staff on campaign material concept, print schedule, and cost including posters, save the date cards, invitations, signs, and banners. * Serve as the staff lead for logistics of the event including identifying food, beverage, and décor. * Assist with labor-intensive work for Zoobilee week including setup and clean up. * Lead guest registration effort at event in conjunction with other team members.   ***Sponsorship***   * Generate overall revenue goal of $75,000 for Zoobilee. This includes ticket sales, sponsorship and auction. * Solicit businesses for Zoobilee Sponsorship with particular emphasis on new sponsorship; Manage sponsor recognition and benefit fulfillment.   ***Auction Acquisition***   * Recruit an auction procurement committee. Procure a minimum of 200 quality unique items to be auctioned off. * Direct procurement volunteers and oversee their solicitation process by providing weekly communication, solicitation materials, and motivational tools; oversee procurement volunteer recognition to include thank you party, gifts, etc. * Coordinate and organize annual auction procurement campaign including soliciting auction items and in-kind donations, preparing procurement proposals, recruiting and cultivating auction items from donors and tracking and communicating campaign progress. * Work with procurement committee to manage auction item display; assist volunteers to ensure that all items have arrived and are in appropriate locations.   **Related to Brew At The Zoo**  ***Overall Event Logistics***   * Develop a timeline for the event and provide weekly progress updates for staff. * Work closely with Marketing Staff on campaign material concept, print schedule, and cost including posters, signs, and banners. * Serve as the staff lead for logistics of the event including identifying brew vendors, food trucks, and set up. * Assist with labor-intensive work for Brew at the Zoo week including setup and clean up.   ***Sponsorship***   * Generate overall revenue goal of $50,000 for Brew At The Zoo. This includes ticket sales and sponsorship. * Solicit businesses for Brew At The Zoo Sponsorship with particular emphasis on new sponsorship; Manage sponsor recognition and benefit fulfillment.   **Related to ADDITIONAL EVENTS/ACTIVITIES**   * Identify additional business partnerships and sponsors for key events that are held throughout the year including Boo at the Zoo, Party for the Planet, Camp out with Dad, and others. |
| **QUALIFICATIONS**  **QUALIFICATIONS**  **(continued)** | To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.   * Experienced of basic non-profit fund development techniques and strategies. * Ability to handle multiple projects simultaneously with attention to detail and accuracy while adhering to deadlines in a fast-paced environment. * Experience demonstrating excellent written, verbal, and interpersonal communication skills. * High degree of comfort working with technology. * Ability to exercise good judgement and discretion; strong ethical character capable of handling confidential and financial information. * Ability to maintain a positive outlook internally and externally with regarding to event success, Topeka Zoo and Conservation Centers efforts and staff and volunteers. * Proven history of effectively functioning in a team setting. * Ability to work a flexible schedule that may include evenings, weekends and/or holidays as needed. * Experience procuring in-kind donations and developing auction packages preferred. * Experience working with or directing volunteers preferred. * Commitment to the mission and values of the Topeka Zoo and Conservation Center. |
| **EDUCATION / EXPERIENCE** | A minimum of three years fundraising or equivalent combination of education and experience.  Bachelor’s Degree (B.A. or B.S.) from an accredited four-year college or university preferred. |
| **CERTIFICATES AND LICENSES** | Valid US driver’s license is required |
| **COMPUTER SKILLS** | Proficient in Microsoft Office applications particularly Word, Excel and Outlook.  Must be able to work with customized databases and technology, and conduct internet research.  Auction and constituent database experience is strongly preferred.  The Topeka Zoo utilizes DonorPerfect as its donor records database. |
| **PHYSICAL DEMANDS**  **PHYSICAL DEMANDS**  **(continued)** | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, or sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.  The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. |
| **WORK ENVIRONMENT** | The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the duties of this job, the employee is frequently exposed to variable weather conditions. The noise level in the work environment is usually moderate. |