# ***Full Time Exempt Position June 2022***

# **Zoo logo**

DIRECTOR, EDUCATION AND COMMUNITY PARTNERSHIPS

**Basic Purpose and Responsibility**:

Reporting to the Chief External Relations Officer, the Director of Education and Community Partnerships is responsible for all developmental, operational, and administrative functions within a multi-faceted team. The Director Education and Community Partnerships will develop and create opportunities for children and families in our community to increase their participation in conservation locally and globally. The ideal candidate can organize, develop and implement strategies to advance the Zoo’s mission and vision by focusing on children, families, and communities and facilitating their access to the Zoo’s resources to advance conservation goals.

**Essential Functions**:

* Has visibility and presence in Buffalo and Western New York and will work with various organizations in the community.
* Develops targeted substantive partnerships on behalf of the Zoo utilizing a collaborative approach.
* Develops a short-term annual, and long-range strategic plan for the production, revision, and implementation of all on-site and outreach educational programs and activities designed to meet the needs and interests of the Zoo’s diverse audiences.
* Oversees Education Animal Collection, including acquiring and disposition of specimens, daily care, maintenance, and enrichment.
* Oversees the management and utilization of the Docent Program, including recruitment, training, development, and recognition.
* Collaborates with other teams and departments to secure the appropriate visibility, funding, and implementation of initiatives.
* Participates in departmental and interdepartmental committees and with select professional institutions.
* Prepares an annual departmental budget and thoroughly understands budgetary resources allocated to the Education Department.
* Develops interpretive components for new exhibitory and oversees revisions/repairs to existing exhibit interpretive components.
* Supervises the Education Department team, including hiring, training, assigning, and reviewing work, allocating personnel and coordinating work activities, and providing an on-going opportunity for growth, development, and enrichment.
* Performs related work as required.

**Position Qualifications**:

To perform at a proficient level and be fully qualified, a person is expected to have:

# *Education (Minimum Needed):*

# Four-year degree in education, one of the natural sciences or a closely related field.

# *Experience (Minimum Needed):*

* Experience building solid relationships and partnering with community-based, educational institutions and other organizations serving diverse populations of children, adults, and families from across Buffalo neighborhoods and in various settings.
* Experience in formal or informal education settings, developing and implementing programs for children from infants through teens.
* Excellent interpersonal skills and the ability to work effectively and professionally with a range of audiences both within and outside the Zoo.
* Ability to work effectively as a member of a team, a supervisor, and a mentor
* Excellent written and oral communication skills
* Knowledge of education practices used in nature and zoological interpretation.
* Demonstrated public speaking ability.
* Established relationships or knowledge of the Western New York and Buffalo community based organizations that serves children and families.

# *Specialized Knowledge Needed for Performance of Job:*

# A broad based knowledge of AZA education initiatives and their direct application in an informal learning environment.

*Special skills:*

* Experience using computers, audiovisual, related sound equipment, and distance learning.

*Other:*

* May be required to work evenings, weekends, and holidays.
* Proof of negative tuberculosis test and background check results upon hire.
* TB Test conducted annually.
* Must possess or be able to obtain within 30-days of employment a valid New York State driver’s license and have an average or better driving record based on the evaluation process of our insurance company.  Retention of position is contingent upon maintaining required license.  Must upgrade to classification appropriate to requirements (non-CDLC or CDL class).

This is a full-time, exempt position. Salary commensurate with experience. Benefits available include health plan, life insurance, dental, vision, 403B retirement plan, annual leave time, holiday time, and sick time benefits. Benefits are available after the successful completion of an introductory period of 60 days of work.

**To apply**, please send resume and cover letter in ***Word document or PDF*** by email to: [buffalozoojobs@buffalozoo.org](mailto:buffalozoojobs@buffalozoo.org)

No telephone calls please. Position open until filled. For more information about the Buffalo Zoo, please visit our website by the following link: http://www.buffalozoo.org

*The Buffalo Zoo is an at Will employer and all Buffalo Zoo employees are subject to employment eligibility and background security checks as well as testing for illegal substance use as allowed by law.*

**EQUAL OPPORTUNITY EMPLOYER**