



EVENTS MANAGER

Basic Purpose and Responsibility

Reporting to the Chief Advancement Officer, the Events Manager is responsible for the creative development, originality, invention, coordination and implementation of Buffalo Zoo events including major fundraisers, cultivation events, fee-based and value-added special events intended to maximize Zoo revenue and attendance. This position collaborates closely with the Animal Care, Development, Education, Grounds, Guest Experience, Marketing and Membership Departments to achieve event revenue goals.

Benefits / Rate of Pay / How to Apply

This is a full-time, non-exempt, hourly position. Some of the benefits available include health plan, HRA/HSA, FSA, life insurance, long term disability insurance, dental, vision, 403B retirement plan, annual leave, holiday, and sick time benefits. Benefits available after the successful completion of a probationary period review at 60 days of work (*sick time available upon hire*).

Pay range dependent upon skills and experience: **\$28.00-\$30.00 per hour.**

Please submit cover letter/resume outlining education/experience using subject line: Events Manager. Send to:

buffalozoojobs@buffalozoo.org

Or Mail resume/cover letter to:

**Buffalo Zoo
Events Manager
300 Parkside Avenue
Buffalo, NY 14214**

No Phone Calls Please / Position open until filled

For more information about the Buffalo Zoo, please visit our website at: <http://www.buffalozoo.org>

Essential Functions

Primary accountability for specific functions and results. The list of essential functions is not exhaustive and may be supplemented or changed as necessary.

- Exercise of discretion and independent judgment with respect to matters of significance.
- Manages and contributes to the creation of an annual events program integrating both fundraising and cultivation events that are designed to expand outreach to targeted audiences.
- Leads and coordinates all aspects of the Zoo’s annual events program, from pre-planning logistics to post-event debriefing. Principal events at the Zoo currently include Zoomagination, Canine Champions for Conservation, Easter Eggsperience, Boo at the Zoo, Breakfast with Santa, and other holiday-themed affairs.
- Serves as the liaison to the Gala Committee, leading the logistical coordination and execution of all aspects of the annual gala.
- Prepares an annual expense budget by event, with expense justifications; monitors expenses within organizational guidelines.

- Collaborates with internal resources including Animal Care, Development, Education, Grounds, Guest Experience, Marketing, Membership, volunteer management and facilities for event support as needed.
- Communicates event details to appropriate parties and Zoo staff as a whole; evaluates event staffing requirements and recruits, coordinates, schedules and directs the activities of support staff and volunteers.
- Conducts competitive intelligence, event surveys, and makes use of other mechanisms to keep events fresh and of interest to the general public.
- Provides leadership and day-to-day management of the full-time Events Coordinator as it relates to both private events/facilities rentals, and assistance with major events highlighted above. Resolution of performance issues, and the evaluation of personnel performance. Provides a motivating environment for associate to perform and develop to their best potential.
- With Development Director/Manager, serves as a liaison to ProZoo Board and any committees responsible for specific events.
- Assists in the proposal, writing and production of materials and hand-outs required for each event (including but not limited to 3-ups, postcard maps, and signage).
- Assesses effectiveness of events, convenes post-event debriefing meetings, and prepares reports summarizing and delineating the results, financial and otherwise.
- Must deliver exceptional customer service by engaging with guests on a regular basis to create a friendly, memorable and positive experience. Ability to respond to common inquires, requests, or complaints from guests and/or staff in a kind and courteous manner.
- Ability to effectively promote the organization.
- Possess a can-do attitude, be resourceful, and communicate respectfully with everyone.
- Interact with courtesy, professionalism, and respect to staff, docents, volunteers, and guests consistent with the organization's mission and core values.
- Verbal and written ability to communicate with Zoo staff. Able to interact positively with a variety of individuals from varied socioeconomically backgrounds frequently.
- Performs other duties as required.

Position Qualifications

Education (Minimum Desired):

- Four-year degree

Experience (Minimum Desired):

- Three to five years' experience in leading/managing fundraising special events.

Special Skills:

- High level of organization skills. Extensive verbal and written communication skills.
- Experience working with a multitude of external vendors.
- Working knowledge of Microsoft Office software.

Other:

- Enthusiastic, self-reliant, independent attitude and approach to work. Must be able to multi-task and be a team player.
- Must support Buffalo Zoo's Vision, Mission and Core values.
- Must support the Buffalo Zoo's DEAI values.
- 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).
- Successful completion of a post-offer pre-employment general medical screen and drug test.
- Successful completion of a post-offer pre-employment background check.

- Must understand the requirements, essential functions and duties of the position as per the job description, and certify such by signing the job description acknowledgement form prior to first day of work.
- Must be able to operate a computer, two-way radio, telephone system, and software on computer, printer, etc. after training.
- Must be willing to comply with department’s Personal Protective Equipment (PPE) policies and procedures.
- Must provide proof of negative TB test at hire (within the last 12 months). TB test conducted annually.
- Regular attendance and punctuality are essential functions of the position.
- Will be required to respond in a timely fashion as necessary to emergencies.
- Will be required to work before or after normal business hours, including weekends and holidays as necessary.

Physical Demands

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. 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 regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. Use computer hardware and software for extended periods of time (repetitive motion). Sitting for long periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

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