



## POSITION AVAILABLE

### EVENTS MANAGER

#### Basic Purpose and Responsibility

Reporting to the Chief Advancement Officer, the Events Manager is responsible for the creative development, coordination and implementation of all Buffalo Zoo events including major fundraisers, donor cultivation and private 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 experience using subject line: Events Manager.**

**Send to:**

**[buffalozoojobs@buffalozoo.org](mailto: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

Accountable for the following functions and results. The list of essential functions is not exhaustive and may be supplemented or changed as necessary.

- Develops and implements calendar of annual fundraising, cultivation and private events designed to raise revenue and expand outreach to targeted audiences.
- Oversees Zoo-wide installations such as Zoomagination and Dinosaurs!
- Coordinates all phases of event logistics from framework, audience outreach, implementation, and zoo décor and design.

- Provides leadership and day-to-day management to the full-time Events Coordinator and part-time Special Events Associate. This includes handling performance evaluations and resolution of performance concerns; and managing employee schedules, reviewing employee timecards, and managing time off requests in time and attendance software. Provides a motivating environment for associates to perform and develop to their best potential.
- Provides event related direction to Zoo partners including associates in guest experience, grounds and maintenance to achieve Zoo installations, fundraising, cultivation and private events.
- Prepares an annual expense budget and business plan for each event/installation, with expense justifications. Monitors expenses within organizational guidelines.
- Collaborates with internal resources including Animal Care, Development, Education (including volunteer management), Grounds, Guest Experience, Marketing, Membership, 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.
- With Development Director/Manager, serves as a liaison to the Gala Committee, leading the coordination and execution of annual gala logistics.
- With Development Director/Manager, serves as a liaison to ProZoo Board and Women’s Board event committees to ensure coordinated efforts with Zoo operations, marketing and branding.
- Assists in the proposal, writing and production of signage, materials and handouts required for each event (including but not limited to invitations, maps, and other signage).
- Assesses effectiveness of events, convenes post-event debriefing meetings, and prepares reports summarizing and delineating the results, financial and otherwise, documenting recommendations for the elevation of future events.
- 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 by the Chief Advancement Officer.

### 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.

Employee may be exposed to a variety of weather conditions or temperatures. Work may be required both indoors and outdoors in various weather and temperature conditions, ranging from rain, wind, snow, cool to cold weather, and extreme heat and humidity. The noise level in the work environment is usually moderate.

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**



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