Development Events and Corporate Engagement Manager

The Akron Zoo is looking for a Development Events and Corporate Engagement Manager to plan, manage and implement all fundraising, donor cultivation and stewardship events for the Akron Zoo. In addition, this position is also the key relationship manager for corporate participation in fundraising and special Zoo events as well as programs. The Development Events and Corporate Engagement Manager is a member of the Development team and reports directly to the Chief Development Officer.

Principle Responsibilities to include:

- Staff manager for all fundraising, stewardship and donor cultivation events - Oversees all aspects of events; Secure in-kind donations to help cut costs and keep expenses at a minimum; Manage and encourage committees and volunteers. Effectively enlist volunteers help in organizing events; Create a budget for each event and stay within budgetary guidelines; Identify opportunities to promote the zoo and its mission during event; Provide details of events to appropriate staff and volunteers; Solicits sponsorships, patron and ticket sales when appropriate; Develop day of fundraising opportunities (raffle, auctions, etc.) when appropriate;

- Developer and organizer of virtual and other fundraising, stewardship and donor cultivation events.

- Corporate Engagement Manager - Works with Development team and Communications department to secure annual support including but not limited to underwriting and sponsorship for fundraising and special events as well as special zoo programs; Identifies and cultivates new corporate prospects.

- Typical work schedule will be Monday – Friday. Development Events and Corporate Engagement Manager will also be required to adjust schedule to meet the needs of special events. Also, as an active member of the Emergency Response Team (ERT) this position will be required to work some weekends and evenings.

Qualifications:

The ideal candidate will have a Bachelor’s Degree in event planning, marketing, public relations or related field. We are looking for a minimum of 2 years’ special event and /or annual program management experience. Corporate Engagement experience a plus. Knowledge of donor databases, preferably Raiser's Edge or Altru a plus. Proven organizational and planning skills with a demonstrated ability to lead and manage. Strong attention to detail. Open to new ideas and their implementation and able to react and adapt to changing situations appropriately. Ability to work cooperatively to achieve common goals and support collaboration in all areas of responsibility.

This is a full-time, salaried position with a competitive benefits package and a starting salary commensurate with education and experience. We are a Drug-Free Workplace and an Equal Opportunity Employer.

Qualified applicants may submit a cover letter and resume to:
Akron Zoo, Human Resources Department, 500 Edgewood Avenue, Akron, Ohio 44307 - Email: HR@akronzoo.org