



**Title:** Director of Development  
**Reports to:** Executive Director  
**Status:** Full-time exempt

Mesker Park Zoo & Botanic Garden, a growing organization with a big vision, is seeking an energetic, experienced professional to be part of our Zoo Leadership team as our Director of Development. Evansville's Mesker Park Zoo & Botanic Garden is the number one family tourist attraction in the City of Evansville and is a significant cultural institution for our community. This position is being funded by the Evansville Zoological Society; the 501(c)3 nonprofit support organization of the Mesker Park Zoo & Botanic Garden.

### **Purpose:**

Responsibilities include strategic fund planning, solicitation of event sponsorship packages as well as sponsorships of various zoo amenities/features, promote and oversee the annual fund drive, annual membership drive, membership benefits, major gifts program, capital projects, special events and endowment fund raising to accomplish financial objectives by broad based financial support. This individual will work closely with the Zoo Director, Board of Directors, Zoo staff, Ad-Hoc committees, volunteer groups, and attend and/or chair committees.

### **Essential Job Functions:**

1. Oversees major fundraising campaigns for new exhibits, educational, and conservation programs.
2. Oversees all fund drives including annual membership drives, the major gifts program, the planned giving program, the annual corporate giving program including the solicitation of sponsorships for Zoo events and amenities, benefit events, membership benefits and all other development efforts.
3. Maintains and expands the Zoo's existing relationships with its donor and contributors, as well as developing new contacts and donor base for the Zoo's projects.
4. Oversees all fund-raising aspects including donor identification, solicitation and recognition; tracking of contributions, promotion of donors to higher levels and broadening of the donor base.
5. Develops an annual development plan with overarching dollar goals with specific amounts to be raised in each area of the plan.
6. This candidate must be capable of making face-to-face asks of major donors.
7. Prepares solicitation materials and maintenance of data files; automated and otherwise.
8. Develops an endowment fund and revitalizes other existing development programs.
9. Works with the marketing director and event coordinator for event and corporate sponsors.
10. This candidate will be required to function as a head of the development department and supervise the membership and development coordinator and additional staff as the department develops.
11. Builds productive partnerships between the development team and other staff members at the Zoo, including the marketing/pr department.
12. Maintains standards, coordinates activities; acts on employees' problems; allocates personnel, selects new employees.
13. Completes performance evaluations and recommends/executes disciplinary actions.
14. Prepares, monitors, and reconciles budgets and reports.

15. Performs other duties as assigned by Zoo Director.

**Performance Factors:**

1. Interactions and Relationships - Cultivates and fosters relationships with all Zoo staff and external organizations. Exhibits a professional manner in dealing with others, and works to maintain constructive working relationships.
2. Communication - Employee communicates effectively verbally and in writing with superiors, colleagues, department staff and others.
3. Customer Service –This position is considered a senior manager at the zoo, and may at times be asked to assist with general managerial duties. Director of Development will be expected to attend zoo events and work to cultivate and expand donor base.
4. This position is out in the community and will be required to network with other organizations throughout the surrounding area. Professional appearance and dress required.

**Education/Experience/Knowledge/Skills:**

Qualifications include excellent oral and written communication skills, B.S Degree in related field, 5+ year's progressive experience in financial development with non-profit organizations and demonstrated leadership experience preferred. The person must demonstrate their history in raising funds. The position must have the ability to use MS Office and quickly learn the zoo's development software. Current/valid driver's license required.

**Physical Requirements:**

This position is primarily based in an office environment; however, this individual must have the ability to move throughout the zoological and botanical facility, as well as out and about in the community.

Submit resume and cover letter to:

Erik Beck, Executive Director  
Evansville's Mesker Park Zoo & Botanic Garden  
1545 Mesker Park Drive, Evansville, IN 47720

ebeck@meskerparkzoo.com  
EOE

