



Position: Executive Assistant (Development)

Status: Full-time

Description: Located along Florida's Space Coast in Melbourne, Brevard Zoo is a highly acclaimed institution and one of only 233 accredited by the Association of Zoos and Aquariums. A not-for-profit that receives no recurring government funds for operations, the Zoo relies on admissions, memberships, grants and philanthropy to fund its operations and programs. This position provides administrative assistance and substantive support to the organization's fundraising and development programs and endeavors. This person assists the director of development and other members of the team in implementing all aspects of the development plan, including database input and updating; fundraising projects, initiatives and campaigns; donor relations and communication; fundraising events and other development activities.

Responsibilities:

- Input designated information to database system (CRM) on an ongoing and systematic basis to ensure accuracy, complete details and fully updated data, including donor information, communications, conversations, pledges, donations, payments, etc.
- Using CRM, maintain development records, office files and individual and corporate donor files in a manner that is easily retrievable, accurate, precise and updated.
- Process donations, pledges and payments so all are cross-referenced for accuracy and timeliness. Track all such submissions in coordination with finance and development staff to ensure status of said donations, pledges and payments and record in CRM.
- Track pledges and coordinate with finance on the notification and solicitation of payments.
- Execute the appropriate thank you/acknowledgement system for all donations, pledges and payments by creating and sending communications and recording said actions.
- Assist in administration elements of corporate partnership programs and Jaguar Society by ensuring benefits are effectively communicated and redeemed, information is shared, renewals are handled with timeliness and members are fully supported.
- Administer Jaguar Society memberships and renewals and—in concert with the marketing department—compile monthly newsletter.

- Provide high-level customer service to donors and other constituents by fielding phone, email and personal inquiries, confirming receipt of donations and assuring any issues or concerns are immediately addressed and handled.
- Oversee communications (letter, email, etc.) related to fundraising appeals/initiatives/campaigns to ensure effective, accurate and timely delivery and follow-up. Perform mail merges from the database management system.
- Assist in implementing donor appreciation and cultivation events and activities.
- Set-up and schedule development department meetings, assemble agenda and all resource materials, maintain notes/records of meetings and prepare minutes for distribution.
- Support fundraising efforts by scheduling luncheons, presentations, tours and familiarization sessions for donors and prospective donors.
- Coordinate and assist with development department fundraising events including our major annual events: Safari Under the Stars, Jazzoo and Boo at the Zoo.
- Other duties as assigned.

Qualifications:

- Bachelor's degree preferred; may be substituted by Associate's degree with comprehensive work experience.
- Minimum two years prior administrative experience.
- Experience with databases management systems.
- Proficiency and experience in the full suite of Microsoft Office programs (Word, Excel, Power Point, Outlook).
- Excellent written and oral communication skills, including ability to compose letters and reports that are detailed, accurate, complete and error free.
- Capability of executing and delivering product that is flawless, clear and error free.
- Highly developed interpersonal and rapport-building skills.
- Strong organizational and time management skills with the ability to effectively prioritize work and complete tasks in a timely and accurate manner.
- Ability to multi-task and manage the completion of multiple projects, often with shifting priorities.

Benefits:

- Health Insurance (no deductible) comes with free gym membership
- Free Dental Insurance and optional Life, Short-term Disability and Vision insurances
- Matching 403b retirement funds (pre-tax)
- Zoo membership, passes and zipline passes
- Florida attraction share program passes

Please send cover letter, resume and three references to HR@brevardzoo.org.