Job Title: Development Coordinator  
Department: Development  
Reports To: VP of Development  
Prepared Date: 1/10/14

Job Purpose: Assists with the plans and organization for special events, volunteers, and special project funding programs for Tulsa Zoo Management, Inc. including but not limited to WALTZ on the Wild Side, HallowZOOeen, ZooRun, annual fund drives, and donor cultivation.

Duties and Responsibilities include the following. Other duties may be assigned:

- In conjunction with Donor Relations Manager, design gift strategies to include research, feasibility, creative fund development programs, donor recognition, and acknowledgement.

- Work with the Special Events Manager and Donor Relations Manager to solicit and secure sponsorships for all special events. This will include the creation of written proposals and follow-up reports for a variety of solicitations.

- Work with Volunteer Manager on volunteer recruitment and volunteer retention.

- Work with the Special Events Manager on event logistics for all special events held at the Tulsa Zoo.

- Work with Donor Relations Manager and Vice President of Development to ensure accurate maintenance of all gift records, incorporating records from past years to provide complete giving histories and profiles. This will include coordinating data entry and donor recognition for all donor gifts.

- Assist with cultivation of prospective and current donors through a variety of techniques including special events, direct mailings, donor communication and follow up.

- Work with Development team to successfully plan and implement recognition programs and donor receptions.

- Under direction of Special Events Manager, will be responsible for successful completion of several special events including Donor and Member Preview Nights and Board Cultivation Events.

- Understand and comply with all Zoo gift-related policies and procedures and ensures ethical compliance with code of ethical principles and standards of professional conduct for fund development and fundraisers as defined by the Association for Fundraising Professionals.

- Participates on committees as assigned.

- Maintains a safe and productive workplace for zoo guests, staff and animals.
• Perform such other duties consistent with the mission and values of Tulsa Zoo and as assigned by the Vice President of Development

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A four-year degree from an accredited college/university in a related field is required.

Computer Skills
To perform this job successfully, an individual should have knowledge of Raiser's Edge Contact Management systems; Microsoft Power Point Presentation software, Microsoft Excel Spreadsheet software and Microsoft Word Processing software.

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.

While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel; and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to climb or balance and stoop. The employee must occasionally lift and/or move up to 20 pounds.

Work Environment While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. Weekends are required on a regular basis.