



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Fundraising Events Intern</b>
<b>Department/Location:</b>	Henry Vilas Zoological Society
<b>Reports to:</b>	Manager of Events
<b>Fair Labor Standards Act Status (FLSA):</b>	Intern
<b>Employment Status:</b>	Part Time
<b>Revision Date:</b>	4/12/2018

### JOB SUMMARY

The Fundraising Events Intern is responsible for assisting in the development, planning and implementation of events for the Henry Vilas Zoological Society. The Intern will primarily focus on fundraising events, including Zoovies, Halloween at the Zoo, Zoo Run Run, etc. The Coordinator will assist the Manager of Events, in a support role, with day-of event logistics, set up and break down needs, and on-site volunteer management. This role will also interact regularly with volunteers, donors, members, guests, and vendors. Excellent customer service skills are a must. This position requires a high level of organization & leadership, acute attention to detail, self-motivation & initiative, as well as an affable demeanor.

### PRIMARY FUNCTIONS AND RESPONSIBILITIES

- Responsible for assisting Manager of Events with organization and execution of annual fundraising events.
- Manage and execute fundraising events at the direction of Manager of Events.
- Coordinate event logistics and communicate appropriately to participating vendors and guests as assigned.
- Coordinate with Volunteer Coordinator and Manager of Volunteer Services to ensure staffing and volunteer needs are met for events.
- Assist in management of events-related Google docs, sheets & event RSVPs.
- Assist in research of potential donors that align with needs of specific events.
- Create engaging social media content promoting fundraising events.
- Communicate and execute all event logistics and safety plan in conjunction with the Manager of Events, Zoological Society & Henry Vilas Zoo Staff.
- Assist with sponsorship activation and fulfillment.
- Provide top quality customer service to guests, vendors, members, partners and sponsors and answer correspondence efficiently.
- Assist in event logistics, set-ups & breakdowns.
- Other duties as required.



## SECONDARY FUNCTIONS

- Collaborate with Zoological Society staff and Henry Vilas Zoo staff, board, and volunteers on projects and other duties as needed.
- Be able to answer inquiries about signature fundraising events efficiently.
- Coordinate the cleaning of event spaces as needed (Main Tent & Zoo Grounds).

## JOB QUALIFICATIONS

### Required Knowledge and Competencies:

- Strong multi-tasking skills, and ability to make quick decisions and stay level-headed.
- Ability to work in close collaboration with other key team members and volunteers.
- Strong organization and time management skills.
- Computer Knowledge: Proficiency in Microsoft Office suite, specifically Outlook, Excel and Word, as well as Google documents, sheets & drive.
- Social media knowledge strongly preferred.
- Outstanding written and oral communication skills.
- Excellent customer service skills and experience.
- Ability to work weekends & after-hours for events as needed.

### Education and Experience:

- Some college is required, upperclassmen & graduate students preferred.
- Comparable experience and training may be substituted for minimal education requirements.
- Previous nonprofit or project management experience is preferred.

## WORKING CONDITIONS

- Must be able to lift at least 40 lbs.

## PHYSICAL REQUIREMENTS

	NOT REQUIRED	OCCASIONALLY (33%)	FREQUENTLY (66%)	CONTINUOUSLY (100%)
<b>Standing</b>				X
<b>Walking</b>				X
<b>Sitting</b>				X
<b>Lifting</b>			X	
<b>Carrying</b>			X	
<b>Pushing</b>			X	
<b>Pulling</b>			X	
<b>Climbing</b>		X		



Balancing		X		
Stooping		X		
Kneeling		X		
Crawling		X		
Reaching			X	
Handling			X	
Speaking				X
Hearing				X
Seeing				X
Color Vision				X
Depth Perception				X

**To apply:** Please send resume & cover letter to Crystal Padley, Manager of Events, Henry Vilas Zoological Society at [crystal@vilaszoo.org](mailto:crystal@vilaszoo.org) by May 11<sup>th</sup>.