



Potter Park Zoological Society Development Associate

To apply for the position, please email your resume and cover letter to Amy Morris-Hall, Society Executive Director, at amorris@ingham.org

About Us

The mission of the Potter Park Zoological Society is to support Potter Park Zoo and its mission to inspire people to conserve animals in the natural world. We strive to teach each visitor what they can do to conserve animals in the natural world – both worldwide and in their own backyard. The Society raises funds by managing the membership program, producing family events, grant writing, conducting educational programs, and coordinating fundraising activities.

Job Title

Development Associate

Reports To

Society Executive Director

Job Overview & Responsibilities

Will work closely with the Society Executive Director, Zoo Director, fund development team, and Society staff on Potter Park Zoo's capital campaign.

Essential Functions:

Capital Campaign efforts

- Assist Executive Director with day-to-day campaign operations which include (but not limited to):
 - Assist with researching and rating prospective donors.
 - Assist with tracking the progress of all major donors.
 - Organize campaign materials and filing campaign records.
 - Staff campaign committee(s).
 - Performs other duties related to the capital campaign as assigned.

Development efforts

- Assist with processing acknowledgements and thanking donors.
- Assist with organizing and participates in donor cultivation events.
- Assist with updating and maintaining donor database.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.

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- During a public health emergency, the employee may be required to perform duties similar to, but not limited to, those in his/her job description.

Employment Qualifications

Education: A minimum of a Bachelor's Degree in fund development or a related field is preferred.

Experience: A minimum of two years' experience in development related field is preferred.

Other Requirements:

- Must pass pre-employment background check.
- Evening, weekend and holiday hours are occasionally required.
- Skill in preparing and maintain records and reports.
- Ability to communicate effectively and follow verbal and written instructions.
- Must complete CPR training and other Zoo offered trainings (fire extinguisher, autism, etc.).
- Adheres to work rules and behavioral expectations stated in the employee manual.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria).

Working Conditions:

- This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
- This position operates a variety of vehicles including cars, vans, etc.

Physical Requirements:

- This position requires the ability to sit, stand, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina (50-75% of the time).



- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements).