

**Corporate Relations Director**  
**Birmingham Zoo**  
**Date Posted: March 8, 2018**

**Job Summary:**

Responsible for building and cultivating relationships with Birmingham Zoo, Inc.'s 100+ Corporate Partners and Zoo team members. This person would be responsible in maintaining the current partners and identifying new partners and growing the program and the Zoo's major fundraisers. Responsibilities would include increasing corporate employee memberships by working closely with company coordinators, filtering leads for corporate events and rentals to Zoo team members, and raising funds for the Zoo's fundraisers. Cultivate corporate sponsorships for other Zoo events that provide funding for operations and education.

**Minimum qualifications (Special skills, knowledge, ability, education, etc.):**

- q Bachelor's Degree or equivalent experience in Communications, Marketing, Business, or related field from a four-year college or university
- q Minimum 3 years' experience working in development, marketing, or membership-based institution
- q Must be a strategic planner and thinker with a creative mind.
- q Must be self-motivated and driven to succeed.
- q Must have excellent written and verbal communication skills; have high energy and enthusiasm for completion of tasks; possess team building skills; and has the ability to handle multiple tasks and meet deadlines.
- q Must have ability to foster teamwork within and across teams to successfully benefit the Zoo as a whole.
- q Presentation experience helpful.
- q Proficiency in using PC based software programs for word processing, publishing, graphic design and accounting spreadsheets, specifically Microsoft Office. Experience with Raisers Edge a plus.
- q Must have the ability to work successfully with other departments to successfully benefit the Zoo as a whole.
- q Must have current negative TB test and provide documentation, or be willing to have a TB test.

## **POSITION TYPE AND HOURS OF WORK**

q Full-Time

q Weekdays and weekends with occasional evening work and holidays required.

**Interested candidates should complete an online application on our website: [www.birminghamzoo.com](http://www.birminghamzoo.com), click About us and Employment**