



## Job Description

Position Title	Department	Reports to
Foundation Director	Oregon Zoo Foundation	Board of Trustees
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	[Effective Date]

### Organization Overview

Joining the Oregon Zoo Foundation team offers the opportunity to be an advocate for one of the premier animal well-being, species recovery and conservation education organizations in the Pacific Northwest. We are a bright, dedicated and team-oriented staff. And we are passionate about supporting a financially secure world class Oregon Zoo to mobilize humanity to love and to take action for wildlife. The foundation values people who bring a sense of passion for the mission and those who appreciate others—human and animal alike.

Located in Portland, Oregon, and strongly supported by our community, the Zoo creates engaging experiences and advances the highest level of animal well-being, environmental literacy, and conservation science. Our Zoo is dedicated to the highest quality educational programs so that the public better understands, cherishes, and conserves the Earth's wild creatures and natural resources.

The Foundation, an independent 501(c)(3) nonprofit, works in partnership with the leadership of the Oregon Zoo, which is owned and operated by Metro regional government. We raise funds for strategic Zoo programs and capital projects, and we advocate for the Zoo and its mission.

With the recently passed and voter supported Zoo Bond, the Zoo kicked off projects to upgrade many habitats, which will require a need to oversee capital campaigns.

The Oregon Zoo Foundation cares strongly about the work-life balance of our team; therefore, our organization has adopted a hybrid-remote work environment that balances the needs of being in the office with the flexibility to work from home.



# Oregon Zoo Foundation

## **Position Summary**

The Foundation Director works closely with the Board and the Foundation staff, to ensure the organization is financially healthy, achieves or exceeds budgeted goals, is a great place to work, collaborates positively with the Oregon Zoo leadership in support of Zoo needs, and is highly successful in growing philanthropic support and sustaining membership for the Oregon Zoo through community outreach, engagement and fundraising. The Foundation Director provides the vision, leadership, and day-to-day management to ensure the long-term success of OZF in supporting the Oregon Zoo and its mission. Reporting to the Board of Trustees, the Foundation Director oversees all aspects of the organization, including finance, communications, HR, board relations, strategic planning, staff leadership and management. The Foundation Director also manages the Chief Development Officer who leads the strategy in support of membership and donor development.

## **Essential Duties and Responsibilities**

The essential functions include, but are not limited to the following:

### **Strategic Leadership**

- Drive the Foundation's commitment to conservation, education and animal well-being
- Partner with the Zoo Director and Board Chair to identify and cultivate positive relationships with key community leaders, political representatives, potential board members, and prospective giving targets
- Align and articulate the Foundation mission & vision in a way that excites internal and external stakeholders to work toward shared goals
- Respect the history of the organization and support open trust-based communication in a positive working environment
- Provide leadership and management of Board operations
- Foster relationships with Metro Council members through regular connections
- Encourage innovation and creativity in developing and broadening ongoing, successful membership, donor, campaign and event strategies
- Lead the annual review of the Foundation's Integrated Strategic Plan & update as needed
- In partnership with the Board Chair, review, discuss and support the MOU with the Zoo Executive Director and Metro, every two years.
- Work closely with the Chief Development Officer to ensure alignment on strategic philanthropy goals, targets, measures and execution, while supporting the Zoo's priorities
- Ensure the Foundation maintains the highest standards in delivering as stewards of donor funds



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## Executive Leadership

- Manage and partner with the Foundation leadership team to ensure a collaborative, nurturing and positive environment for staff
- Collaborate with Zoo partners to define roles in conservation, education, and animal well-being
- Partner with the Zoo Director & Board Chair on a shared roadmap to execute against actions linked to the strategic plan
- Represent the organization as requested in collaborative workgroups, the legislature, and other public settings
- Periodically present to the Foundation Board of Directors, Metro, the Oregon Zoo and donor/shareholder populations to build trust and support for the Foundation
- Partner with the Director of HR, Culture & Administration to assess facilities needs and negotiate terms with the Oregon Zoo as needed
- Partner with the Director of Finance & Operations on the annual budgeting process to ensure financial sustainability & accountability across the organization
- Lead the team through quarterly check-in meetings of the action plans with partners, and update as necessary
- Partner with the Board Chair to prepare & support planning for the annual board retreat, quarterly board meetings, and Board committee meetings
- Perform other duties as assigned by the Board Chair

## Professional Development

- Support the Director of HR Administration & Culture to attract, develop, and retain talent
- Partner with the Director of HR Administration & Culture to develop and implement a performance management system, ensuring annual reviews with all supervisors and their direct reports
- Partner with the Director of HR Administration & Culture, to ensure each employee has a development plan and access to growth and skills-training opportunities
- Enhance understanding with Zoo industry and innovative fundraising tools
- Support progressive human resource policies and practices

## Minimum Qualifications (Knowledge, Skills, and Abilities)

- Proven ability to develop, articulate and build a vision.
- Demonstrated success leading teams and facilitating a highly productive work environment
- 10 years of professional experience in roles of increasing responsibility in non-profit leadership



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- Senior management experience, including leading a senior management team and developing an executive strategy and vision for an organization
- Brings a passion to the mission, vision and values of the Oregon Zoo, and has prior experience working for or taking part in a conservation, wildlife or animal welfare organization
- Experience building relationships with donors/funders, including foundations, institutions, corporations, and/or individual donors
- Fiscal accountability: proven track record of effectively managing budgets with multiple funding sources
- Experience working in partnership with a board of trustees
- Experience in a complex, multi-level or matrixed institution
- Proven track record of managing change through a transition and/or transformation
- Experience working in advocacy, capital campaign and/or government relations
- Strong organizational management, communication, implementation, and problem-solving skills
- Proven ability to lead strategic planning and implementation by integrating cross-functional insights and talent into the planning and execution

### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Performing this position successfully requires possession of the following abilities. The employee is regularly required to communicate verbally with others. The employee is regularly required to operate objects, tools, or controls. The employee is regularly required to be in a stationary position, move about the office, or reach items; and required to move about the Zoo campus which can contain some hilly terrain. The employee must occasionally lift and/or move up to 25 pounds. The employee can comprehend, synthesize, classify, analyze, and interpret data and information from disparate or technical sources. The employee is able to make quick decisions in a fast-paced environment; to assess situations and problem-solve amidst distraction; or to adapt well in the face of workplace stressors, such as customer-service complaints and competing priorities of reasonable or high significance. The employee is regularly required to use a computer. The noise level in the work environment is usually moderate/average. Infrequent periodic early/late hours (weekend/early morning/evening meetings). Minimal physical exertion required.

### **Note**

Nothing in this job description restricts managements right to assign or reassign duties and responsibilities to this job at any time.

The Oregon Zoo Foundation is an Equal Opportunity Employer and a drug free workplace. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.



# Oregon Zoo Foundation

**Reviewed with employee by (Supervisor)**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by**

I understand the duties and expectations described above, and that I am expected to perform these duties. I also understand that this is not an exhaustive list of the job duties I may be asked to perform, and that my job duties, and the abilities needed to perform them, may change from time to time, with or without notice. I certify that I am able to perform the essential duties of this position, with or without accommodation. I understand that I may request a reasonable accommodation to assist me with performing the essential duties by contacting Human Resources. I also understand that my position is at-will, meaning that I or the company may terminate my employment at any time, with or without notice, for any reason.

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_