



# Job Description

Binghamton Zoo at Ross Park  
185 Park Ave  
Binghamton, NY 13903  
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rossparkzoo.com

## EXECUTIVE DIRECTOR

The Binghamton Zoo at Ross Park seeks an energetic, visionary and resourceful leader who is dedicated to the success of the Zoo and its mission. The new Executive Director will move the Binghamton Zoo forward, building on and extending recent improvements at the Zoo. The successful Director will work creatively and responsibly to develop feasible strategic and long-term plans that will maintain the Zoo into the future as an engaging place of recreation and as a regional leader in conservation and education.

The successful candidate must have demonstrated expertise in acquiring support from foundations, corporations and individuals, and the ability to develop innovative and sustainable sources of revenue. The Director will work closely with Zoo staff and promote a culture of collaboration in meeting Zoo mission goals. The Director will also be proactive in developing ties and mutually beneficial collaborations with related community institutions in order to broaden the base of support and increase community participation. Building and maintaining partnerships with funders, donors, educators, and corporate sponsors—local and national—is essential to the success of our Zoo. The new Director will be the face of the Zoo for donors, the media and the public.

## Responsibilities

- Collaborates with Zoo department heads to manage, maintain and motivate full-time, part-time and volunteer staff.
- Fosters teamwork in attaining a standard of excellence in all aspects of Zoo operation.
- Ensures that all operations, goals and planning are consistent with the Zoo's mission.
- Works with Zoo department heads to maintain compliance with all local, regional and national regulated programs.
- Prepares and oversees the annual operating budget in conjunction with the Board of Directors Financial Committee.
- Develops innovative and sustainable sources of revenue, including partnerships with similar community organizations.
- Relates effectively and develops positive, collaborative relationships with all stakeholders, including Zoo Board of Directors; city, county and state leadership; department heads; employees; volunteers; visitors and the community.

## Qualifications

- Demonstrated leadership skills and ability to work closely with and motivate staff at all levels.
- Ability to support and represent the 3-prong mission of the Zoo: Education, Recreation and Conservation.
- Proven strong communication skills.
- Comprehensive financial management skills.

- Proven experience in effective fundraising.
- Strong marketing skills.
- Ability to develop long-term major capital and strategic plans.
- Experience with or knowledge of conservation-based organizations, especially zoological societies, a plus.

To apply, send CV and names/contact information for two references to Dr. A. B. Clark, Search Committee Chair at [aclark@binghamton.edu](mailto:aclark@binghamton.edu).