

# Blank Park Zoo Position Description

## Rental and Sales Coordinator

**Position:** Rental and Sales Coordinator

**Department:** Development

**Supervisor:** Director of Rentals & Sales

**Description:** Individual will work up to 40 hours per week to manage all rental accounts and group sales. Individual will primarily manage private events at the Zoo, but will assist with public events as needed.

### Duties and Responsibilities:

- Assist Rental & Sales Manager with the promotion and customer relations of Blank Park Zoo's rental and private events and group sales program. This includes, but is not limited to, email correspondence, returning phone calls, contract development, venue tours, follow-up and being the onsite contact for groups and stewardship
- Manage the sales and promotion of Blank Park Zoo's private event opportunities
- Handle multiple clients at once and be able to create contracts, update payments and provide invoices through the point of sale system
- Assist with setup and cleanup to assure rental spaces are taken care of
- Assist with planning and execution of all in-house events
- Maintain a strong relationship and good communication with the Zoo's preferred caterers and vendors
- Manage event calendars, event scheduling and effectively communicate to all staff about upcoming event needs
- Build relationships and tracking in CRM software of assigned hotels/groups and prospects and /or assigned business/corporations.
- Participate as a member of the Development Department aiding with Zoo development activities including the Zoo's fundraising events
- Conduct prospect research of existing and potential members/donors
- Complete other duties as assigned

### Skills:

- Excellent computer skills, including Word, Excel and Outlook.
- Ability to work independently and manage multiple accounts.
- Ability to work well with volunteers and staff.
- Proven reliability and organizational skills.
- Must be able and willing to work outside a standard work week as needed, including nights and weekends.
- Must have a valid Iowa Driver's License.
- Management experience encouraged.

### Physical Requirements:

- Ability to lift 50 – 100 lbs.
- Ability to work outdoors in a variety of conditions, as needed.

### Education:

- Bachelor's degree from an accredited four year college or university in a related field or minimum two years of full-time work that involved responsibility directly involved with customer relations and event sales.

### To Apply:

Send cover letter and resume to Blank Park Zoo, 7401 SW 9<sup>th</sup> Street, Des Moines, Iowa 50315, attention Rental & Sales Manager