



F/T Development Associate

The development associate will assist in the planning, organizing and conducting of fundraising support strategies including donor identification, solicitation and cultivation, annual giving, major gifts, planned giving, endowments, grants, and sponsor/partner relationships.

This is a full-time position whose duties and responsibilities include but are not limited to: Work to establish the Fresno Chaffee Zoo as one of the premier attractions in the Central Valley. Grow and strengthen financial base of support by guiding a strong individual giving program and successfully coordinating campaigns. Assists in the identification of individual donor and major gift prospects.

Requirements: Proven ability to cultivate, solicit and steward donors. Prefer three plus years fundraising experience. Excellent interpersonal skills. Ability to communicate effectively in both verbally and in writing. Excellent computer skills including proficiency with internet-based prospect research and Raiser's Edge of similar database. Outstanding organizational and multi-tasking ability and attention to detail. Bachelor's degree preferred. Knowledge of and experience with conservation/science issues a plus. Ability and willingness to work some weekends and evenings. Valid California Driver's License and reliable transportation.

P/T Payroll/Account Clerk

Performs accounting functions and other duties as assigned to meet business needs. Compile payroll data such as garnishments, vacation time, insurance and 401(k) deductions. Poll electronic time clocks and review the downloaded information for completeness and accuracy. Contact various department supervisors for any missed times. Process weekly transfers of payroll data to Morris Payroll. Customer invoicing.

Apply customer payments. Research and solve payment discrepancies. Make adjustments to accounts as needed. Prepare bank deposits. Prepare journal entries for each cash receipts. Other projects as needed

Requirements: Proficiency in Word Excel. Clear written and verbal communications. Organize and write procedures in a logical/methodical manner. Good time management skills. Excellent attention to detail. Able to maintain confidential information. Associate's degree (A.A) or equivalent from two-year college or technical school or one or more years related experience and/or training; or equivalent combination of education and experience.

P/T Zoo Ranger

The Fresno Chaffee Zoo has an immediate opening for a Zoo Ranger. Responsibilities include: Monitoring adherence to Zoo rules, providing safety, and positive interaction with zoo visitors. Monitor exhibits, building and grounds to insure a secure environment. Provide information to guests concerning zoo operations and simple educational information about the animals and exhibits.

Requirements: Qualified candidate will preferably have a minimum of two years security experience, excellent interpersonal skills with the ability to deal calmly and authoritatively with the public.

F/T Zoo Ranger Supervisor

Provides a positive and visible presence to the public in the zoo for guest service, first aid and safety services for the zoo grounds. Will assist Security Manager with supervision and oversight for daily activities of security staff. Monitors the adherence to Zoo rules and offering high quality guest service. Prepares reports of incidents and gathers facts surrounding occurrence. Assists in reuniting lost children with parents and guardians. Provides crowd control as needed during peak attendance as well as special events. Provides escort for animal transport, and some zoo deliveries. Other duties as assigned.

Requirements: Excellent oral communication skills with ability to deal calmly and authoritatively with the public and to work under considerable pressure in crowds and difficult members of the public are required. Good written communication skills needed to prepare reports and take down information accurately and thoroughly. Valid California Drivers License is required. Zoo Rangers are required to complete a comprehensive training program and meet high standards of knowledge and guest relations before achieving this designation. In addition, Zoo Rangers are required to complete an on-going program of continuing education in order to maintain the job designation. High School Graduation or equivalent is required but advanced education is highly desirable. Two years of security experience. Prior supervisory experience is desirable.

F/T Zoo Veterinarian

The Zoo Veterinarian will provide preventative health management, as well as medical and surgical care of the Zoo's collection. This position will be in charge of the administration of Zoo Hospital operations and staff, a preventative medicine program and participate in Collections Committee decisions and exhibit planning. The Zoo Veterinarian will promote the mission of Fresno Chaffee Zoo. Must be able to interact and communicate well with subordinates, management, hospital staff, members of the public, other Zoo employees, media, donors, etc. Other responsibilities include: Maintain California state veterinary licensure; Federal Drug Enforcement Agency licensure; and, veterinary accreditation. Other duties as assigned.

Qualifications: Education- Graduation from an accredited college or university with a degree in veterinary medicine. Experience-Four years of professional experience in the practice of veterinary medicine, including two years of clinical zoo veterinary experience. (preferred) Valid California veterinary license issued by the California Board of Examiners in Veterinary Medicine; DEA license; California controlled substances license; and, valid CA driver's license.

F/T IT Specialist

Installs, modifies and makes minor repairs to personal computer hardware and software systems, and provides technical advice and support to system users. Identifies and procures the hardware and software needed to satisfy user requirements. Installs hardware and peripheral components such as monitors, keyboards, printers and disk drives on users' premises. Loads appropriate software packages such as operating systems, networking components and office applications. Provides telephone, in-person and online support to end-users. Coordinates activities with network services and information system groups. Provides updates, status and completion information to manager and/or users, via voice mail, e-mail or in-person communication. Administers e-mail and anti-virus systems. Performs other duties as assigned.

Requirements: Two years related experience and/or training; or equivalent combination of education and experience. Two to three years of programming experience. Strong knowledge of PC's systems, tools and applications. Familiar with all aspects of personal computers including hardware, Windows OS and administrative tools. Strong knowledge of Windows networks including printers, scanners, and security management. Hand-on skill with Outlook/Exchange, Microsoft Office and other general office productivity tools. Knowledge of anti-virus and anti-spy wear software. Monitor server and network performance.

P/T Service Aides-Admissions

Customer service and cash handling experience preferred. Individuals interested must enjoy working with the public. Must be available to work weekday mornings, weekends and holidays. Approximately 20 hours per week.

P/T Service Aides-Maintenance

Service Aides work in the maintenance Assisting Zoo staff. Individuals interested must enjoy working with the public. Must be available to work weekdays, weekends and holidays. Approximately 20 to 32 hours per week.

Zookeeper-General Mammal

The Zoo Keeper position is a journey level class in the Zoo Keeping series at the Fresno Chaffee Zoo. Responsibilities of this class include the care, feeding, maintenance and observation for the health and reproduction of mammals to include small primates, hoof stock and a variety of additional zoo animals; record

keeping, assisting in the movement of animals as directed, interacting with zoo docents, and assisting zoo visitors with questions and their needs.

Qualifications: One year experience in the care, handling and feeding of mammals in a zoological setting required. Degree from an accredited college or university in animal science, zoology, biology, wildlife management, or related field preferred. Knowledge of behavior enhancements of exhibits, knowledge of exotic animal behavior, diets, and setting up breeding conditions is desirable. Good physical condition: ability to lift a minimum of 50 lbs. (i.e. feed sack) and move a minimum of 120 lbs. (i.e. hay bale). Good written and verbal communications skills. Must have (or obtain) a valid California drivers license with a good driving record. Must be available to work weekdays, weekends and holidays. This is a full time position with benefits.

F/T Membership Assistant

Responsible for data entry, typing, filing, answering and redirecting incoming telephone calls, selling zoo memberships, event tickets and other revenue generating opportunities. The Membership Assistant is responsible for a variety of clerical and administrative tasks that require knowledge of office procedures and practices. Must be detailed oriented, with a positive attitude, enjoy data entry and dealing with the public. This is a full-time position whose duties and responsibilities include but are not necessarily limited to the following:

1. Provides excellent customer service to and cultivation of current and prospective members and donors by answering questions and fielding complaints.
2. Updates or creates new membership and donor information in Raiser's Edge software in a quick and accurate manner, maintaining the integrity of the database.
3. Generates membership cards and fulfills membership packets in a timely manner.
4. Generates monthly membership renewal notices and prepares them for mailing.
5. Responsible for inventory and restocking of membership premiums at the gift shop.
6. Fulfills Adopt-an-Animal orders in a timely manner.
7. Updates Adopt-an-Animal donor board on a monthly basis.
8. Generates monthly Adopt-an-Animal renewal notices.
9. Assists with the planning, development and implementation of member and fundraising events.
10. Assists with ticket orders and fulfillment for events.
11. Creates accounting check and cash batches for deposit ensuring funds are secure at all times.
12. Processes and enters credit card charges ensuring funds are secure at all times.
13. Tracks and fulfills requests for complimentary passes.
14. Retrieves and distributes departmental interoffice mail.
15. Operates postage meter and prepares mailings.
16. Responsible for maintaining inventory and the ordering of departmental office supplies.
17. Serves as a liaison for United Way charitable giving opportunities.

Requirements: Must have computer experience including proficiency of Microsoft Office programs, data entry and databases; knowledge of Blackbaud Raiser's Edge a plus. Detail oriented, organized and ability to problem solve and perform multiple tasks. Ability to take direction yet work independently. Must be able to accurately handle and properly account for large sums of cash, checks, and credit card sales. Some knowledge of bulk mailing guidelines is helpful. High school graduate or GED certificate. Proficient use of Microsoft Office programs. Ability to type 40 wpm with accuracy. Knowledge of general business English and mathematics. Valid California Driver's License and reliable transportation.

Please send resume to dramirez@fresnochaffeezoo.com, apply online, fax (559) 264-9226 or pick up application at the Fresno Chaffee Zoo, 894 West Belmont, Fresno, CA 93728

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