**POSITION PURPOSE**

The Director/President has overall responsibility for the Minnesota Zoo and provides leadership and has principal responsibility for the planning, development, implementation, assessment, and improvement of all aspects of the Zoo, including biological programs, conservation, education, finance, strategic and annual planning, guest relations, legislative relations, campus planning and management, and other key areas. The Director/President also serves as President of the Minnesota Zoo Foundation, a 501(c)3 that raises contributed income on behalf of the Zoo. The Foundation President serves as the principal development officer for the Minnesota Zoo.

**REPORTABILITY**

Reports to: Chair, Minnesota Zoological Board

Supervises: Responsible for planning and directing the work force of 200 to 400 employees and 800+ volunteers. Directly supervises Vice President for Biological Programs; Vice President for Conservation; Vice President for External Relations; Vice President for Finance and Administration; Vice President for Campus Planning and Management; and the Minnesota Zoo Foundation Executive Director

**DIMENSIONS**

Budget: Annual Zoo operating budget of approximately $26 million, and Zoo Foundation operating budget of approximately $1.5 million

Clientele: Minnesota residents; nearly 1.3 million annual Zoo visitors; 42,000+ Zoo member households; a 30 member Zoo Board of Trustees and a 30 member Minnesota Zoo Foundation Board; Minnesota State Legislature and State of Minnesota Executive Branch (MMB, etc.); donor community; American Association of Zoos and Aquariums (AZA, the national zoo professional organization); and the World Association of Zoos and Aquariums (WAZA, the global zoo professional association).
| 1 | **Serves as a passionate advocate, compelling spokesperson, and community and state-wide leader for the purpose of sharing the Zoo's mission to save wildlife and increasing the Zoo's financial resources.**  
   a. Raise the profile of the Minnesota Zoo as a locally and nationally recognized conservation-based zoo leader by conveying a clear and compelling case to a wide variety of constituents.  
   b. Be actively involved in the community and be a visible and prominent community member.  
   c. Serve as the principal lead for government relations. Develop and nurture meaningful relationships with the Governor and his staff, State Legislators and their staff, and government agencies. Secure increased State funding to meet the Zoo's operating and capital needs.  
   d. Create a zoo-wide culture of philanthropy and serve as the principal development officer for the Zoo. Develop and nurture meaningful relationships with major individual and corporate prospects and donors. Raise increased contributed income from an established portfolio. Secure transformational gifts for a future capital campaign. |
| 2 | **Develops and recommends realistic short and long-term business plans, strategies, and tactics in support of the Zoo's mission for Board approval and implementation when approved.**  
   a. Conduct long-range planning for the Minnesota Zoo together with the Zoo Board and Zoo Foundation Board. Within the context of plans and strategic concepts approved by the Board, prepare and implement effective entrepreneurial ventures, using good judgment and prudent risk-taking.  
   b. Approve the planning and development of present and future facility designs of new building projects to be accomplished at the Zoo as part of the long-range capital development plan.  
   c. Appraise future technical and financial feasibility of plans based on financial principles and clear success measures. |
| 3 | **Assumes leadership in creation of new exhibits based on public appeal as well as local and/or global need for species conservation.**  
   a. Keep up-to-date in zoological issues and demonstrate technical competence.  
   b. Maintain working relationships with national and international colleagues.  
   c. Develop action plans for projects, allocate resources, and monitor progress to complete projects  
   d. Assess organizational needs, assign priorities and make recommendations to the Board.  
   e. Form coalitions with other zoos and conservation/environmental groups to protect wildlife and habitat. |
| 4 | **Develops and executes a viable financial plan for the Zoo.**  
   a. Working with the Board's Finance Committee, prepare the Minnesota Zoo’s biennial budget and make presentations and justifications to the Zoo Board and State Legislature as well as to donor communities. Direct Zoo Foundation staff and work with the Zoo Foundation Board to prepare annual financial plans in coordination with Zoo budget planning.  
   b. Establish and meet realistic budget goals and take actions, when necessary, to control costs and/or increase revenue. |
## PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS

### 5 Directs the day-to-day operations and activities of the Zoo, ensuring that each division contributes effectively to the Zoo's overall goals.
- a. Understand and communicate issues relevant to the zoological and conservation professions.
- b. Commit to quality in programs and services, identifying and responding to customer needs and continuously improve all work efforts, processes and outcomes.
- c. Set broad goals and allow team managers to develop their own objectives to support the broad goals.

### 6 Continues to build, motivate and retain an outstanding professional staff.
- a. Clearly assign responsibilities and tasks to others while establishing effective controls, ensuring employees have the necessary resources and authority.
- b. Provide performance feedback and facilitate professional growth of senior management staff.
- c. Provide opportunities for professional development and help others achieve career advancement.
- d. Foster teamwork within the Zoo and establish positive working relationships with other agencies, professional organizations, communities and constituencies.
- e. Serve as a role model for Minnesota Zoo staff, acting with integrity and meeting or exceeding ethical standards of the zoological profession, public agency and non-profit organizational best practices.
- f. Establish an effective administrative structure and review and monitor the performance and activities of the senior leadership team.

### 7 Keeps the Board informed of activities, financial status, community issues and challenges.
- a. Provide staff and research services and policy action recommendations to the Zoo Board.
- b. Provide reports for the Zoo Board regarding financial and operational activities at the Zoo.
- c. Serve as representative of the Board and of the Zoo to the general public, the governmental entities with whom the Zoo is involved, the media, and affiliated support groups so that the Zoo establishes good relationships with its wide community and secures the benefit of understanding and support for its mission and goals.

### 8 Monitors challenges and opportunities in the zoological field, and consolidates the Zoo's reputation in the national and international zoological communities.

### 9 Develops and maintains positive interpersonal relationships with staff and volunteers.
- a. Hold staff meetings to disseminate information, discuss issues, and determine priorities, goals and objectives.
- b. Encourage staff problem-solving and resolution of issues between employees.
- c. Direct the development, discussion and implementation of individual development and recognition opportunities for staff to reinforce and improve performance.
- d. Perform other additional tasks, either permanent or temporary that are assigned by the Board.
- e. Support Board policies and procedural decisions and reflect those decisions to staff in a positive manner.
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<th>PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS</th>
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<tr>
<td>Assures that the health and safety rules and regulations are provided to all staff and that a safe work environment is provided.</td>
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<td>a. Require that MSDS training be provided to all employees yearly, with documentation provided to the Health and Safety Officer.</td>
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<td>b. Require that management and supervisory staff counsel and direct employees to adhere to all safety requirements of areas.</td>
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<td>c. Conduct training and schedule drills to prepare for emergency situations, to meet all regulatory requirements and AZA accreditation standards.</td>
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<td>Directs Affirmative Action initiatives to ensure that they are a priority in the work place so that the MZG will maintain compliance and be sensitive to work place diversity.</td>
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<td>b. Support and require special recruiting sources to be available in specialized areas.</td>
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<td>c. Require fair and equal treatment in work assignments to all staff and treat employees with respect.</td>
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<td>d. Direct the compliance with sexual harassment policy requiring that all staff attend training and that time be available for that training.</td>
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<td>e. Participate in sexual harassment training and promote and establish a sexual and general harassment free environment in the workplace.</td>
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NATURE AND SCOPE (relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act):  

RELATIONSHIPS: 
This position relates directly to the 30 member Minnesota Zoological Garden Board, the Minnesota Zoo Foundation Board and with the Executive Branch of State government, the State Department of Management and Budget, and the State Legislature. It further relates to other departments of state and federal government having permit or license functions pertinent to the Zoo. The position relates directly and indirectly to all employees and support services through primary communication of the senior leadership team. The Director / President coordinates with related industry groups such as the American Association of Zoos & Aquariums (AZA); the World Association of Zoos and Aquariums (WAZA); the International Species Information System (ISIS); and the International Union for the Conservation of Nature (IUCN). Membership and participation in local, national and international conservation, education, zoological and management organizations is required to maintain vital support relationships. The position also will interact closely with officers and representatives of corporate, civic, community and governmental units. Contact also will be maintained with counterparts at other zoos and in the private sector.

KNOWLEDGE, SKILLS AND ABILITIES: 
The Director/President of the Minnesota Zoo and the President of the Minnesota Zoo Foundation is an experienced, accomplished, and dynamic leader with a demonstrated record of success in developing, communicating and implementing a compelling strategic vision for a mission-based organization. S/he is a passionate advocate for the protection of wild animals and has an unwavering commitment to zoos and the role zoos play in conservation, along with a high level of energy, political savvy, drive, and an engaging personality necessary to achieve ambitious zoo goals.

S/he also will have a record of achievement, or demonstrated capabilities, in government relations and fund raising, and s/he will have secured transformational financial support and/or philanthropic gifts. Other attributes must include intellectual curiosity, excellent oral and written communications skills, and a results-oriented focus.

S/he has decisive management skills; is able to make difficult decisions; and is able to foster a collaborative environment that invites multiple perspectives. S/he has demonstrated success in attracting and retaining highly qualified staff and is able to build a strong and effective leadership team. S/he works effectively with the Boards of Trustees of the Zoo and Foundation and understands and promotes the work of Trustees in achieving the goals of the Zoo.

This position must have and/or develop a strong working knowledge of key elements of the zoo/aquarium profession, including conservation biology, animal management, exhibit design, regulatory and accreditation requirements and standards, animal welfare and ethics, revenue generation, business analytics, informal education, STEM education, marketing, media relations, and national/international cooperative animal information and management systems,

The ability to work cooperatively and productively with a wide variety of stakeholders is critical and includes legislators; State, Federal and local executive officials; Board Trustees; donors and sponsors; business partners; the media; Zoo members and visitors; and other zoological professionals.

PROBLEM SOLVING: 
On a daily basis, the incumbent must review, analyze and make immediate decisions in a unique and complex managerial and technical setting. Problems to be solved affect the entire operation of a specialized zoological garden and aquarium. Managerial problem solving covers a uniquely broad range of professional, technical, skilled and semi-skilled disciplines.

FREEDOM TO ACT: 
The incumbent reports to the Minnesota Zoological Board on a periodic basis which includes regular board meetings and specific committee meetings of the Board including: Executive Committee, Finance Committee, Governance Committee, and Public Affairs Committee. Periodic audit of operations and procedures by executive review and legislative representatives is required. Within the limits of approved budgets or income developed, policy supervision by the Legislature and Board, and continuing executive and legislative oversight, the incumbent is free to direct all staff operations.