



Executive Director Job Posting

Roger Williams Park Zoo (RWPZ) /Rhode Island Zoological Society (RIZS), is currently recruiting for an Executive Director (ED). RWPZ is located in Providence, Rhode Island, one of the most exciting and diverse cities on the east coast, within easy driving distance to both Boston and NYC, close to the ocean and all that nature has to offer. Roger Williams Park Zoo is the State of Rhode Island's leading tourist attraction and a major contributor to the state's economy.

RWPZ is situated on 40-acre within historic Roger Williams Park. Established in 1872, it is the third oldest zoo in the country and will be celebrating its 150th anniversary in 2022. RWPZ is home to a diverse collection of more than 160 species of animals from around the world. The zoo hosts approximately 650,000 visitors annually and holds several large events including an Asian Lantern Festival, Holiday Lights, and our nationally acclaimed Jack-O-Lantern Spectacular. The Zoo is also the recipient of numerous awards for conservation work done both locally and around the globe, education programs and for our employee health and wellness programs.

RWPZ has been termed "New England's great zoo" (The Boston Globe) and one of our region's foremost centers for conservation and environmental education. In 1986, Roger Williams Park Zoo became the first Zoo in New England to earn accreditation from the Association of Zoos and Aquariums. In 2018, the Zoo passed rigorous, independent third-party audits to earn certification through the American Humane Conservation Program, the country's first national humane organization and the world's largest certifier of animal welfare and well-being.

RWPZ is owned by the City of Providence and supported and maintained by Rhode Island Zoological Society (RIZS), a registered 501c3 non-profit organization. RIZS works to secure the public and private sector support needed by the Zoo to continue to develop new world-class exhibits, make significant contributions to conservation, and serve the community as a valuable source of environmental education, recreation, and economic development. The Zoo has an annual operating budget of \$13,000,000, employs 66 full-time RIZS staff, 160 part-time and seasonal RIZS staff, manages 30 full-time City of Providence unionized animal care staff, and is supported by over 200 volunteers. The outgoing Executive Director, assisted by a strong senior staff, is leaving the Zoo in a secure financial position.

The Executive Director is responsible for directing the overall management and operations of RIZS/RWPZ, fulfilling the zoo's mission, and protecting the organization's financial assets as well as providing vision for the future. The zoo is currently in phase 1 of a 25-year masterplan. The ED maintains compliance with the board's directives and applicable grantor, federal, state, city and Association of Zoos and Aquariums (AZA) requirements.

The incoming Executive Director will assume executive responsibility for all organizational operations, including, but not limited to, animal care, operations, conservation, education, development, human resources, finance, IT, marketing, public relations, and staff management. They will work closely with the Development department to develop and implement programs to increase revenue including individual, corporate and planned giving as well as preparing and monitoring grants, and build public support and participation for the Society and Zoo. In addition, the

ED will need to maintain and build upon important relationships in consort with the Development department. They will also work closely with the HR Director on policy and sensitive personnel matters, with the Chief Administrative Officer in all areas of fiscal management, particularly development of annual fiscal budget for submission to the Board for review and approval and oversee the implementation of marketing strategies.

Along with key members of the senior management team, the ED will represent the organization publicly and to stakeholders, to build and maintain a positive image, partnerships, and sponsorships with local businesses, government agencies, AZA institutions, private foundations, and other non-profit organizations. They will be the external face and voice of the zoo daily as well as during crisis and other media needs. They will maintain the recreational value of the Zoo for the community and work with other businesses and groups to advance the tourism potential of the facility.

In addition to the aforementioned responsibilities, the ED will interact with the City of Providence and Providence Parks Department regarding matters affecting RIZS/RWPZ and City union animal care staff. They will be responsible for support of all activities associated with the Board of Directors, including staffing for all board and committee meetings, meeting schedules, locations, development of agenda, and meeting materials as well as reporting to the Board on a regular basis, on all areas of organizational operation.

The ideal candidate will have:

- A minimum of ten years of increasingly responsible administrative experience with the day-to-day operations of a zoo, aquarium, major attraction, or major non-profit organization, at least five of which, shall have been in a senior management supervisory capacity is required. Completion of a degree in a related field at an accredited college or university is preferred. Strong network within the AZA community and planning and organizing improvements of a city owned zoo related to expansion, construction and collection management is also preferred.
- Demonstrated:
 - fundraising experience, including experience working on a capital campaign or other large-scale fundraising effort; and in cultivating a positive environment for major donors. Experience in leading or significantly participating in both the strategic planning and master planning processes.
 - leader in conservation and animal care
 - ability to create engaging experiences that empower guests to support the organization's mission
 - ability to provide leadership, coordination and support to staff in a collaborative, participatory work environment
 - ability to build collaborative working relationships with other organizations- including businesses, government agencies
 - project management skills with an ability to manage multiple and complex projects cross-functionally by collaborating and partnering with others
 - business acumen and abilities for budget preparation, fiscal management and budget support, especially in the non-profit arena
 - advocacy and leadership fostering a commitment to a culture of diversity and inclusion in the workplace and for venue guests
- Experience in:
 - working directly with, and providing executive support to, a non-profit board of directors
 - vendor relationships and vendor management
 - recruiting, hiring and retaining staff
 - working effectively with a unionized workforce; demonstrated skill in mediating disputes, conflicts and grievances preferred

- Working and in-depth knowledge of:
 - regulations and laws set by local, State and Federal agencies and accreditation standards set by the AZA concerning the care, treatment and display of animals, and of the policies, regulations and procedures regarding the acquisition, shipment and health care of animals
 - education, conservation, research, marketing and public relations programs and development of the same
 - the management process, especially as it applies to growth and long-term planning within a non-profit environment
 - community organizing and development
 - marketing or public relations, including experience working with television, print, and web-based media
 - event planning
- Proficiency with:
 - written and verbal communications and presentation skills. This includes a demonstrated high degree of communicative competence with the public and Staff
 - Microsoft Office applications
- Ability to:
 - work independently and complete strategic activities according to schedule
 - foster and cultivate business opportunities and partnerships
 - create and assess financial statements and budget documents
 - recognize and be responsive to the needs of the organization
 - supervise staff, including regular progress reviews and plans for improvement
 - respond effectively to the most sensitive inquiries or complaints
 - make effective and persuasive speeches and presentations on controversial or complex topics to the Board, outside investors, media and the public
- Detail oriented, highly organized, and ability to multi-task.
- Excellent skills regarding analytics, decision-making, problem-solving and interactions with people (personal effectiveness, interaction, and intercession).

If you are interested in this exciting opportunity to be an Executive Director of a well-renowned Zoo in the New England area, send a cover letter, resume, and salary requirements to:

Roger Williams Park Zoo
 1000 Elmwood Avenue
 Providence, RI 02907
 ATTN: Executive Director Search Committee
 -or to-
 employment@rwpzoo.org



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