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**Development Events Manager**

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| **Job level** | **5** | **Reports to** | **Head of Development and Supporter Operations** |
| **Directorate** | **Fundraising, Marketing & Engagement** | **Function** | **Development** |
| **Contract** | **Permanent** | **Location** | **Regent’s Park** |

**Responsibility for resources**

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| **Direct line reports** |  | **Responsibility for other resources** |  |
| **Financial resources** |  |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The Purpose of the role is to spearhead the development and delivery of an engaging events program tailored for both high-value and mass supporter teams. The successful candidate will play a pivotal role in fostering strong relationships with High Net Worth Individuals (HNWI), Trusts and Foundations, Corporate Partners Fellows, and Patrons, aligning with ZSL's mission and values.

**Key responsibilities**

* *Event Strategy Development: Collaborate with the Director of Development and the Development Team to develop an events strategy that effectively engages high-value and mass supporter teams, aligning with ZSL's fundraising goals and mission.*
* *Program Planning and Execution: Work with the team leads to plan and execute a diverse range of engagement event for supporters, including but not limited to scientific seminars, drinks receptions at our two zoos and other venues, stewardship and solicitation activities which may include exclusive animal experiences and conferences for our Fellows and Patrons.*
* *Relationship Building: Support the Development Team’s efforts to proactively build and maintain strong relationships with HNWI, Trusts and Foundations, Fellows, and Patrons through personalised and impactful interactions at ZSL events.*
* *Stakeholder Management: Liaise with internal stakeholders, including the Philanthropy, Marketing, and Communications teams, data teams among others to ensure seamless coordination and integration of events into broader fundraising and engagement strategies.*
* *Budget Management: Manage event budgets effectively, ensuring maximum return on investment while maintaining the highest standards of quality and attendee experience.*
* *Evaluation and Reporting: Conduct post-event evaluations to measure success against predefined KPIs and provide comprehensive reports to inform future event strategies and improvements.*
* *Compliance: Ensure all events comply with relevant legal, regulatory, and ethical standards, including data protection and fundraising regulations.*

The duties and responsibilities described are not a comprehensive list and additional tasks

may be assigned from time to time that are in line with the level of the role.

**Person Specification**

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| Experience | |
| Essential | * Proven experience in planning and executing high-profile events, preferably within the charity sector or similar. * Proven experience in working to targets and deadlines with the ability to prioritise and time-manage effectively * Proven experience of building effective relationships with suppliers and key stakeholders |
| Desirable | * Demonstrated understanding of engagement events in a charity sector particularly nurturing relationships with HNWI, Trusts and Foundations, Fellows, and Patrons. |
| Knowledge and skills | |
| Essential | * Excellent communication skills (both written and verbal) with the ability to engage partners, build trust (both internally and externally) and develop strong relationships. * Strong project management skills with the ability to manage multiple priorities and deadlines effectively. * Financial acumen and experience in budget management. * Highly organised with exceptional attention to detail and accuracy. |
| Desirable | * Creative thinker with a strategic mindset and a passion for conservation and wildlife. |
| Additional requirements | |
| Essential | * Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful, and ethical) * Passion for wildlife conservation and environmental sustainability. |