



www.zooatlanta.org

Job Title: Chief Executive Officer (CEO) and President

Reports to: Chairman of the Board

Overview: Zoo Atlanta maintains a collection of more than 1,000 animals, representing more than 200 species from around the world. A leader in building naturalistic habitats for animals, the Zoo's landscape spans nearly 40 acres of lush greenery and shimmering forests. Zoo Atlanta has a well-developed behavioral research program on zoo grounds, as well as field conservation projects in South America, Latin America, Africa and Asia. Research on captive animals and in natural ecosystems are complementary aspects of conservation efforts. Through technical expertise, financial support and student training, Zoo Atlanta demonstrates its dedication to environmental protection.

Job Purpose: Establishes direction for all organizational results, policies, goals, objectives and strategic planning for Zoo Atlanta in conjunction with the Board of Directors. The CEO is responsible for directing the day-to-day operations of the entire zoo and for the financial stability and sustainability of the organization. The CEO functions as the first in command at Zoo Atlanta, all Zoo Atlanta employees ultimately report directly or indirectly to the CEO. Moreover, the new CEO is coming in at a time when Zoo Atlanta is building on a strong foundation to direct growth and improvements per the master/strategic plan and to enhance the visitor experience at the historic Grant Park location.

JOB FACTORS:

➤ **Essential Duties & Responsibilities**

- The CEO has ownership of the Master Plan and its integration with the financial and Strategic Plan. Oversight and management responsibilities of departments includes operations (animal management), education programs, guest services, marketing, finance, fundraising, human resources, public relations and government relations. The CEO will demonstrate exceptional leadership and articulate a key understanding of the Zoo's legacy and vision. He or she will be business savvy and build strong relationships throughout the Atlanta community.
- The CEO ensures that Zoo Atlanta meets and/or exceeds AZA guidelines.
- Responsible for interacting with and managing the activities of a 50+ person board of directors including a 15 person executive board committee, 6 senior leadership team members, 215 direct and indirect employees and over 200 active volunteers.
- CEO takes personal responsibility for the identification, cultivation and solicitation of donors, including the setting and achievement of campaign fundraising goals.

- Personally represents the Zoo to a wide range of Atlanta area constituencies including board of directors, corporate donors, foundations, friends, volunteers, government officials and community affiliates.
- Participates in extensive public relations events, including TV, radio appearances and media publications.

QUALIFICATIONS:

➤ **Constituent Management:**

- **Board of Directors:** Responsible for interacting with and managing activities of a 50+ person board, including cultivating relationships with each board member, as well as identifying new/future board members. The CEO is responsible for facilitating quarterly board and executive committee meetings. Zoo Atlanta currently has 13 committees comprised of board members, business leaders and staff members.
- **Government Officials / Non-Governmental Organizations:** Responsible for developing and maintaining a productive relationship with City, County, State and Federal elected and appointed officials. Must be able to effectively communicate and collaborate on issues related to capital and operating funding, especially with the City of Atlanta and Fulton County. In addition, responsible for managing interactions with conservation and environmental groups (NGOs) and negotiations with foreign governments, such as China and Africa.
- **Donors:** Responsible for developing and maintaining productive and mutually beneficial relationships with individual donors, foundations and corporations. Successful fundraising capabilities to meet challenge of leading a capital campaign of at least \$35 million.

➤ **Leadership Qualities**

Must possess at least 15 years of demonstrated strong executive-level leadership skills and business acumen. The preferred candidate will have a previous business background combined with not-for-profit organization and/or Zoo/Aquarium experience in a senior leadership role of first or second in command. A visionary with the ability to lead and inspire innovation. Overcomes resistance while preparing and supporting those affected by change. Demonstrated skill in recruiting, coaching, counseling and collaborating, ability to inspire and build confidence in others and to forge alliances and garner support from diverse groups.

➤ **Character Assessment**

Must be able to manage confidential information and remain objective and unbiased at all times. The ability to manage in an ethical manner. Must possess a personal presence that is characterized by a sense of honesty, integrity and caring with the ability to inspire and motivate and to promote the Zoo's mission, vision, and values. Willingness to support and enforce the Code of Ethics policy and all other Zoo Atlanta policies and procedures, and comply with all state and federal laws and regulations.

➤ **Technical Knowledge**

Must possess sound business practices, including effectively managing the Zoo with a balanced budget. Analytical ability to conceptualize well in an unstructured fast paced, dynamic and multi-functional environment requiring creativity, innovation, foresight and mature professional judgment, ability to think strategically and analytically about the Zoo, including impact on business, and long-term ramifications, etc. Must be able to quickly understand and communicate complex conservation and biodiversity issues and challenges. Must be able to understand, comply and communicate numerous laws, regulations and treaties involved in exotic animal management, including the Endangered Species Act, the Animal Welfare Act and the CITES Treaty.

➤ **Communication/Interpersonal Skills**

Previous experience interacting with the media (i.e., interviews, TV, radio and press coverage, etc). Exceptional interpersonal and relationship management skills to initiate and develop productive working partnerships with corporate partners, donors and government and community leaders. Ability to influence results and tactfully manage complex relationships and influences within and across the organization and the board of directors. Ability to read the subtle nuances of a situation and react/plan accordingly.

➤ **Management Skills**

Solid management experience, ability to delegate, direct, develop and motivate senior leadership team. The ability to define scope, program, and process or project objectives, identify business needs, plan steps and provide authoritative advice on coordinating and allocating human capital, technological and fiscal resources to accomplish goals and objectives in a resourceful and timely manner. Must possess excellent organizational skills and strong attention to detail.

EDUCATION:

- Minimum educational requirement is a Masters in Business or Public Administration, or an advanced degree in life sciences (e.g., biology, zoology, psychology, etc).

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