

VICE PRESIDENT OF FINANCE AND BUSINESS DEVELOPMENT FORT WAYNE ZOO



JOB DESCRIPTION

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Position Title: *Vice President of Finance and Business Development*
FMLA Status: *Exempt*

Supervisor Title: *Executive Director/CEO*

PURPOSE

The Vice President of Finance and Business Development oversees the Zoo's financial health and long-term growth by managing budgets, business planning, and regulatory compliance. Through direct leadership in finance, legal, and business development functions, this position ensures financial sustainability while identifying new opportunities through feasibility studies, revenue strategies, and operational efficiencies. The Vice President of Finance and Business Development supports the Zoo's mission by balancing financial priorities with the needs of team members, guests, animals, and the community. This position also serves as a member of the Executive Leadership Team and strives to embody the Zoo's values at all times, contributes to positive guest experiences, and performs other duties as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Actively drives organizational growth by overseeing business development and revenue management functions, including feasibility studies, project planning, and revenue strategies.
- Establishes a strong foundation for informed expansion, ensuring alignment with financial stability and long-term sustainability.
- Collaborates closely with the Vice President of Operations, Vice President of Mission Impact, and other departments to ensure strategic initiatives and projects are efficiently executed.
- Serves as the bridge between financial planning and operational execution, ensuring resources are allocated to support organizational goals.
- Oversees finance and accounting to ensure fiscal discipline, transparency, and alignment with organizational objectives.
- Leverages insights from the Director of Finance to integrate feasibility studies, revenue strategies, and operational efficiency analyses with broader financial and strategic priorities.
- Ensures financial resources are allocated effectively to support both operational needs and long-term growth objectives.
- Oversees legal and compliance to ensure organizational practices meet regulatory standards and minimize operational risks.
- Aligns risk management efforts with financial strategies to protect the organization's assets and support its operational goals.
- Utilizes insights from the Business Analyst to support advanced financial analysis, focusing on spending efficiency, operational gaps, and guest satisfaction impact.

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

- Uses data-driven insights to enhance budgeting, improve Zoo offerings, and expand operational capabilities.
- Works a flexible schedule to support special events and after-hours programming as needed.
- Assists with Team Member Orientations, serving as a guide or subject matter expert as appropriate.
- Participates in Executive and Senior Leadership Team meetings and discussions in order to advance the Zoo's mission and plan for the future of the organization.
- Supports the Zoo's commitment to continued growth of diversity, equity, access, inclusion, and belonging for team members, volunteers, guests, and supporters. Embraces these fundamentals in leadership practices.
- Assists in the execution of the goals and objectives listed in the Zoo's current strategic plan.
- Assists with special projects and helps other team members as needed.
- Actively contributes to positive guest experiences.

Supervisory Responsibilities

- Participates regularly in the Director on Duty program (DOD), including evening and weekend shifts as required.
- In partnership with People Services, assists in determining staffing needs; interviews, hires, and orients department team members; prepares and administers regular evaluations; conducts coaching, disciplinary, and termination conferences.
- Provides support and supervision to team members.

EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- Bachelor's degree in accounting, finance, business, or related field is required.
- Seven years of combined experience in budgeting, accounting, data analysis, and business development in an organization with diverse operations and multiple priorities is required.
- Six years of supervisory experience is required.
- Valid driver's license is required.
- Experience with nonprofit, hospitality, tourism, cultural attraction, or zoological organizations is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to process, analyze, and relate business analytics into practical strategies and recommendations.
- Excellent skill in relating organizational objectives to financial policies and sustainable business strategies.
- Knowledge of finance and accounting functions, including budgeting, credit, investments, internal controls, financial data analysis, and report preparation.
- Knowledge of GAAP accounting principles.
- Knowledge of mathematical principles to make calculations, balance and reconcile figures, and make changes accurately.
- Ability to professionally and effectively communicate with others through written correspondence.
- Ability to troubleshoot, analyze situations, and make sound business decisions.
- Ability to make independent decisions and manage time effectively.
- Knowledge of Microsoft Office software.
- Strong organizational skills.
- Knowledge of general office procedures and practices.

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- Knowledge of correct grammar and sentence structure.
- Ability to create and manage budgets.
- Strong project management skills.
- Ability to effectively and proactively train and supervise team members.
- Ability to make independent decisions and delegate responsibility and duties.
- Knowledge of management practices to effectively direct and lead team members.
- Ability to build a positive and respectful culture of teamwork, collaboration, and accountability.
- Ability to work a highly flexible schedule as required to successfully perform the requirements and functions of the position, including required weekend, evening, holiday, and irregular hours.
- Ability to handle confidential information.
- Ability to understand and follow all safety regulations.
- Ability to track and manage multiple tasks and priorities.
- Ability to arrive at work when scheduled and maintain a positive attendance record.
- Ability to serve as a goodwill ambassador, in every respect and at all times, for the Fort Wayne Zoological Society and the Fort Wayne Zoo in contacts with guests, partners, and the community.
- Ability to deal tactfully and politely with guest questions and misbehavior.
- Excellent communication skills to establish and maintain effective working relationships with team members, volunteers, partners, and the community.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- Ability to read reports, receipts, and other statements; and ability to handle currency.
- Ability to properly lift and carry light supplies and materials.
- Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- Ability to perform focused work with close attention to detail.
- Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- This position may include exposure to potentially dangerous or venomous animals.
- This position may include exposure to zoonotic diseases.
- This position may include exposure to noxious native plants.
- This position may include exposure to native biting insects and arthropods.

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