



POSITION SPECIFICATION

PRESIDENT & CEO

Pittsburgh, PA



PITTSBURGH ZOO
& PPG AQUARIUM

PRESIDENT & CEO

REPORTING TO: Board of Directors

LOCATION: Pittsburgh, PA

COMPANY DESCRIPTION

PITTSBURGH ZOO & PPG AQUARIUM

<https://www.pittsburghzoo.org/>

Mission Statement

The Pittsburgh Zoo & PPG Aquarium will be a leader and a significant contributor to the conservation of endangered and threatened species; we will provide an enjoyable family experience which fosters understanding, respect, and appreciation of wildlife; we will be recognized for the excellence of our collection, programs, and exhibitry; we will be acknowledged as a culturally significant facility; we will offer a variety of unique educational programs with a strong emphasis on conservation; we will conduct scientific research which supports and enhances the quality of animal and plant life, visitor experiences, education, and conservation; at the Pittsburgh Zoo & PPG Aquarium and worldwide.

Overview

The Pittsburgh Zoo & PPG Aquarium (the "Zoo"), situated on 77 acres in the Highland Park neighborhood, is home to more than 8,000 animals representing over 400 species, as well as over 1,000 species of plants. The Zoo is one of just a handful in the United States with a substantial, stand-alone aquarium.

The Zoo was founded over 120 years ago. In January of 1994, the Zoo was privatized and is currently owned and operated by the Zoological Society of Pittsburgh, a 501(c)(3) organization.

The Zoo typically has an annual operating budget of approximately \$20 million, maintains a staff of approximately 120 and enjoys an average annual attendance of approximately 900,000 visitors. In addition to generous support from the Allegheny Regional Asset District (ARAD) and ongoing support from the major foundations in Pittsburgh, the Zoo generates earned income from admissions, gift shop and restaurant sales, and event rentals, and receives generous support from members and individual donors.

Over the past decade, the Zoo has supported over 245 conservation projects in over 60 countries. The program particularly encourages field studies and cross-disciplinary approaches to conservation. The Zoo participates in animal rescue programs and operates a veterinary hospital, facilities to permit quarantining of animals new to the collection, and laboratories and imaging equipment. In addition, the Zoo owns and operates the 1,000-acre International Conservation Center (ICC), a conservation, research, education, breeding, and training facilities, established and dedicated to specializing in the care and breeding of African elephants. The ICC is located approximately 2 hours from the Zoo.

SCOPE AND RESPONSIBILITIES

The President and CEO reports to the Board of Trustees and is responsible for the overall management of the Zoo. The President and CEO will provide inspired, forward-thinking, innovative leadership in pursuing the Zoo's mission and projecting an even more ambitious future for what is already a world-class zoo. This candidate will promote the highest quality and integrity in animal care, manage the Zoo's resources, both personnel and fiscal, including the recruitment, professional development and on-going evaluation of a talented staff. In addition, the President and CEO is the primary spokesperson for the Zoo and communicates with external stakeholders on all matters concerning Zoo operations.

For 2022, the Zoo's Board of Trustees voted unanimously to rejoin the AZA. This candidate will lead the effort to ensure the Zoo's accreditation by the AZA while maintaining its existing accreditations.

Specifically, the next President and CEO will take responsibility for the following:

- Together with the board and staff, develop a new long-range strategic plan, including a reevaluation of the mission, a vision for the future, and a business plan for its implementation;
- Along with the board and staff, develop a decade-plus master plan for the Zoo's Highland Park campus and the ICC, including development of the remaining open sites and the reimagining of some of the legacy structures and exhibits;
- Bring leadership and innovation to the effort to engage the already-supportive philanthropic community in the region, connecting with existing and new donors and encouraging the general public to further support the Zoo and its future plans;
- Take steps to ensure the long term, ongoing sustainability of the enterprise by developing cash reserves and increasing the operating endowment;
- Evaluate and make recommendations regarding the per cap income, admission and membership pricing;
- Increase the annual contributed income from corporate and individual contributors while increasing the operating budget to fund the future vision;
- With the board chair and executive committee, continue to develop best practices in governance, board recruitment, and committee and volunteer involvement.
- Facilitate, support and promote an organization wide culture of diversity and inclusion;
- Develop and promote employee engagement and employee empowerment in the decision-making framework;
- Develop a succession plan for the senior management team and further support HR in efforts to provide training, resources and development opportunities to the staff;
- Continue and accelerate the Zoo's engagement with the Species Survival programs and expand the animal loan programs with other zoos and aquariums;
- Support, highlight, and expand the work done at the on-site animal hospital;
- Represent the Zoo in the local and regional media, with the city and county, the state governmental entities, at the national level with the state representatives and senators, and the community leaders throughout the city and region;
- Position the Zoo in its rightful place as one of the major cultural and tourist attractions in all of Western Pennsylvania;
- Actively engage the local community with a focus on providing outreach to underserved communities;
- Further develop relationships and partnerships with the other medical, academic and cultural institutions city-wide, and create new partnerships nationally and globally with others interested in conservation and the general well-being of the planet.

EXPERIENCE / SKILLS REQUIRED

The ideal candidate will possess some of the following:

- Extensive experience in the leadership and management of an accredited zoological park or aquarium, botanical garden, museum;
- Extensive experience in leadership and management at a nonprofit;
- A demonstrated track record in fundraising from a broad range of constituencies as well as extensive donor development experience; and
- Executive leadership of a commercial visitor venue or entertainment complex.

In addition, the ideal candidate will have the following experience/skills:

- Prior experience working with a Board of Trustees, volunteers, civic and community leaders, the news media, government and professional associations;
- A proven manager of people, with the ability to create a strong organizational culture while maintaining the principles and practices of personnel management and supervision;
- Translating Environmental, Social and Governance (ESG) considerations into coherent messaging that aligns the Zoo with the interest of the stakeholders served and the funding community;
- Proven experience in strategic, operational and financial risk assessment, development of mitigation plans and ongoing monitoring;
- Proven experience in the preparation and fiscal management of operational and capital budgets as well as strategic and master plans;
- Proven experience developing or overseeing public and education programs based on collections;
- Proven experience in organizational dynamics, consensus building, and prioritization in the face of competing interests and resource constraints;
- Proven experience in translating strategy to operational activities, establishing accountabilities, and measuring progress; and
- Proven experience in effectively engaging with all donor segments and providing leadership in the fundraising efforts of the Zoo.

Ideally candidates will possess knowledge of:

- Regulations and standards associated with the management of zoological parks and animal collections;
- The principles and practices of zoo design and development; and
- Utilization of data and analytics to develop operational improvement strategies and tactics.

PERSONAL ATTRIBUTES

- A dynamic, innovative leader and creative thinker who can present a vision of the future and drive the achievement of that vision;
- Goal-oriented deal closer who enjoys engaging donors and supporters;
- Excellent interpersonal and organizational skills and the capability of working effectively with numerous stakeholders;
- Personal initiative with the ability to lead, direct and motivate;
- Strong verbal and writing skills and the ability to communicate effectively;
- Ability to analyze complex business, human resources and operating situations and identify solutions;
- Tactful, diplomatic, trusting, and approachable; team-oriented with good listening skills;
- Must demonstrate integrity, positive ethics and high values;
- A commitment to DEI and to empowering, training and promoting employees;

- A commitment to conservation, animal welfare, and the environment;
- Advanced business acumen to plan and control capital and operating expenditures and revenue-producing activities;
- Ability to maintain effective working relationships with Zoo staff, the Board of Trustees, the accrediting organizations, the foundation, and corporate community, and the public; and
- Commitment and passion for the mission of zoos.

EDUCATION

- Bachelor's degree required; Master's degree or higher preferred.

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