

# Como Friends

## EVENTS MANAGER POSITION DESCRIPTION

December 2025

### 1. Primary Purpose

Como Friends is the nonprofit fundraising partner organization to Como Park Zoo & Conservatory. This role will work as part of a team that ensures financially successful and flawless fundraising, acquisition, and stewardship events to cultivate philanthropic support and provide our guests a unique experience at Como.

### 2. Experience and Qualifications

Candidates must have at least five years of experience working in event production, coordination, and implementation. Previous experience coordinating fundraising events or specific event elements such as silent auctions and supervising volunteers is a plus. Successful candidates will have excellent communication skills and organization skills, the ability to manage multiple tasks and deadlines simultaneously, embrace working on a collaborative team, and demonstrate creativity, agility, and flexibility in the face of unforeseen challenges. Strong initiative, problem-solving, and the ability to work independently in a fast-paced environment are required. Enthusiasm for philanthropy, working with people, and running events is required. This role serves as a hub connecting across departments, with external partners, vendors, and sponsors, and with Como Park Zoo & Conservatory staff. Proficiency with Microsoft Office required. Knowledge of Adobe Creative Suite products, auction platforms like BidPal/OneCause, ticketing platforms like Eventbrite, and databases like Raiser's Edge a plus. Candidates must be available (and excited!) to work evenings and weekend events.

### 3. Job Responsibilities

- Partners with the Director of Institutional Partnerships and Events on the successful implementation of fundraising events.
  - Manages key event components of fundraising events, including Bouquets, Como After Hours, and Sunset Affair.
  - Works with staff and volunteer committees to solicit silent auction items, combines items into interesting packages, drafts auction descriptions, manages silent auction design, oversees auction check-out, and acknowledges in-kind event gifts.
  - Works with Director of Institutional Partnerships and Events and volunteer committee to secure Bouquets food and beverage partners, coordinates necessary licensing applications, manages partner communications, and coordinates partner supply distribution.

- Collaborates with Creative Director on fundraising event promotions using online ticketing platforms, electronic communications, print communications, and signage. Writes promotion copy as directed. Develops event recap materials.
- Works collaboratively with the Director of Institutional Partnerships and Events to develop and track fundraising event metrics and budgets.
- Partners with the Individual Giving Manager on the successful implementation of stewardship events.
  - Manages key event components of stewardship events for special access events and other opportunities as they arise.
- Develops and communicates event timelines to ensure successful execution of event elements.
- Manages event platforms including mobile bidding platform and ticketing software.
- Supervises volunteers for setup, execution, and tear down of events.
- Drafts event setup diagrams, coordinates event setup, and communicates event logistics with key Como Park Zoo & Conservatory staff.
- Supports on-site event partnerships by assisting with sponsor logistics when sponsors are on the grounds of Como Park Zoo and Conservatory.
- Assists with donor cultivation events, auction package fulfillment, auction item solicitation, and other donor-related tasks as needed.
- Serves as a collaborative member of a team that is highly committed to the organization's mission and goals.

## Salary and Background

The Events Manager is supervised by the Director of Institutional Partnerships and Events. This is a Saint Paul-based, full-time, in-person position with some flexibility for remote work when appropriate. Benefits include health insurance, dental insurance, life insurance, long-term disability insurance, Minnesota Paid Family and Medical Leave, retirement plan, two weeks paid vacation, eleven paid holidays, three paid personal days and sick leave. Compensation will be determined based on experience, within a salary range of \$60,000–\$65,000.

Como Friends is a nonprofit 501(c)(3) organization that inspires community generosity in support of Como Park Zoo & Conservatory so it thrives for generations to come.

## To Apply:

Please submit resume and cover letter as a single PDF to [events@comofriends.org](mailto:events@comofriends.org) by January 12, 2026.

*It is the policy of Como Friends to afford equal employment opportunity to all individuals without regard to race, color, creed, religion, sex, national origin, age, handicap, disability, marital status, sexual orientation, status as a disabled veteran, status with regard to public assistance, or any other protected class recognized by applicable laws.*