



GRAND TETON NATIONAL PARK  
FOUNDATION

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## JOB DESCRIPTION

**JOB TITLE:** Annual Fund Manager  
**DEPARTMENT:** Development  
**DATE:** July 2022  
**REPORTS TO:** Vice President for Development and Senior Director of Development Operations

### POSITION OVERVIEW:

The Annual Fund Manager, working closely with the President and Vice President for Development, is responsible for the oversight and management of the Foundation's annual operating fund. This is a multi-faceted position, with roles and responsibilities in the realms of fundraising strategy, relationship management, volunteer management, data analysis, and work flow execution. This position requires high level database proficiency (in The Raiser's Edge) in order to provide in-depth analysis of the annual fund (progress, performance, projections) for the staff and board of directors. The annual fund manager works closely with all staff and board level volunteers to support donor research, and strengthen our outreach, stewardship, and cultivation of the donor pipeline, while renewing, upgrading, and growing our donor base. This position reports to the Vice President for Development and Senior Director of Development Operations. This is a full-time, year-round, salaried, benefited position. Option for some work from home once fully trained and established in the position.

### DUTIES & RESPONSIBILITIES:

- Oversight, strategy, management, and analysis of the Foundation's annual operating fund (identification of goals, proposal tracking and projections, reporting, execution of mailings)
- Work collaboratively with the Foundation team to provide annual fundraising support to the staff and board-level volunteers
- Creation of solicitation language, letters, and print materials for the annual fund
- Cultivate and steward relationships with a portfolio of annual fund donors and prospects
- In cooperation with other team members, conduct, track, and review donor research in the database on new constituents and prospective donors
- Support, strategize, and implement moves management of the donor pipeline
- Assist with other office and development duties as assigned

### QUALIFICATIONS / SKILLS:

- Highly organized, efficient, strong attention to detail, problem solver, patient, and personable
- 3-5 years' experience with The Raiser's Edge (or similar CRM / database management tool)
- Strong written and verbal communication skills
- Proficient in Microsoft Office applications, comfortable working on a PC
- Donor confidentiality is imperative

**TO APPLY:** Please submit a resume and cover letter to: [employment@gtnpf.org](mailto:employment@gtnpf.org)

\*Please include 'Annual Fund Manager position' in the subject line when applying.

*Grand Teton National Park Foundation is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds.*