



GRAND TETON NATIONAL PARK
FOUNDATION

JOB DESCRIPTION

JOB TITLE: Development Officer
SUPERVISOR: Vice President for Development
LOCATION: Jackson, Wyoming
WORK SCHEDULE: Full time, year-round (*option for hybrid /remote work with regular scheduled travel to Jackson*)
SALARY RANGE: \$60,000 - \$100,000 commensurate with experience

POSITION OVERVIEW:

Under the direction of the President and Vice President for Development, a Development Officer identifies, cultivates, solicits, and stewards a portfolio of current and prospective donors. This position is involved with goal setting and various development initiatives, including fundraising for the annual fund, capital projects, and recurring programs in Grand Teton National Park. This position 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.

CORE RESPONSIBILITIES:

- Identifies, cultivates, solicits, and stewards philanthropic support for Grand Teton through relationships and work with a portfolio of donors and prospects
- Provides support relative to budgets, projects, goals, and strategic planning and works collaboratively with the Foundation team and board of directors
- Participates in developing and implementing fundraising strategies through writing, producing fundraising materials, and briefing documents in preparation for donor meetings and events
- Represents the Foundation at meetings with donors and groups
- Travels locally, and sometimes nationally, for donor meetings, field trips, and events (some donor field trips include extensive hiking and travel by ski or snowshoes)
- Maintains familiarity with landscapes, natural and cultural resources, and specific issues and projects within Grand Teton National Park
- Assists with other administrative and development duties as assigned

QUALIFICATIONS / SKILLS:

- Strong history and track record with professional experience as a successful fundraiser – building and maintaining professional relationships, and developing and implementing fundraising strategies
- Strong written and verbal communication skills
- Highly organized, efficient, strong attention to detail, problem solver, patient, and personable
- Prior experience with The Raiser's Edge (or similar CRM / database management tool)
- Proficient in Microsoft Office applications and comfortable working on a PC
- Donor confidentiality is imperative

TO APPLY: Please submit a resume and cover letter to: employment@gtnpf.org. Please include 'Development Officer position' in the subject line when applying. Applications will be reviewed on a rolling basis or until the position is filled.