GRAND TETON NATIONAL PARK
FOUNDATION

JOB DESCRIPTION

JOB TITLE: Development Associate
SUPERVISOR: Vice President of Development Operations
LOCATION: Jackson, Wyoming
WORK SCHEDULE: Full time, year-round *(*this is an in-person position)*
COMPENSATION: $65,000 annual salary (plus benefits)

POSITION OVERVIEW:
The Development Associate plays an integral role on the Foundation team as the primary point of contact at the front desk and entry point for most data and information into our database. This position is responsible for the accurate entry and tracking of gifts and acknowledgements within our donor database (The Raiser's Edge). Additional duties include donor research, adding and updating constituent records, supporting events, board meetings, and mailings, digital and paper file management, and answering and directing phone calls. This position works closely with all members of our team to support the administrative side of our work to support Grand Teton National Park. This is a full-time, year-round, benefited position.

CORE RESPONSIBILITIES:
- Front desk reception, greeting, and phones in a small office setting
- Accurate processing, entry, and acknowledgement of donations into The Raiser's Edge database
- Add and update new constituent records in our database
- Conduct and track donor research for fundraising purposes
- Support maintenance of donor files (both digital and paper)
- Assist with mailings, donor events, and board and committee meetings
- Assist with other office and administrative duties as assigned

QUALIFICATIONS / SKILLS:
- Strong attention to detail, highly organized, efficient, problem solver, patient, and personable
- Some experience with The Raiser's Edge (or similar CRM / database management tool) preferred but not required
- Strong written and verbal communication skills
- 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 Associate position**' in the subject line when applying. Applications will be accepted through November 30, 2025.

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