



GRAND TETON NATIONAL PARK  
FOUNDATION

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## JOB DESCRIPTION

**JOB TITLE:** Development Officer  
**SUPERVISOR:** Vice President for Development  
**LOCATION:** Jackson, Wyoming  
**WORK SCHEDULE:** Full time, year-round (*this is an in-person position*)

### POSITION OVERVIEW:

Under the direction of the president and vice president for development, a development officer identifies, cultivates, solicits, and stewards 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. The development officer 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 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](mailto: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.

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