



GRAND TETON NATIONAL PARK  
FOUNDATION

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## JOB DESCRIPTION

**JOB TITLE:** Development Officer  
**SUPERVISOR:** President  
**LOCATION:** Jackson, Wyoming  
**WORK SCHEDULE:** Full time, year-round (*this is an in-person position*)  
**PAY RANGE:** \$90,000 - \$150,000 (*based on experience*)

### POSITION OVERVIEW:

Under the direction of the President and Director of 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, advancing, and growing our donor base.

### CORE RESPONSIBILITIES:

- Manage a portfolio of donors and prospects and identify, cultivate, solicit, and steward philanthropic support for Grand Teton through individualized donor management plans and relationships
- Provide support relative to budgets, projects, goals, and strategic planning; work collaboratively with the Foundation fundraising team, operations team, and board of directors
- Participate in developing and implementing development strategies through writing, producing fundraising materials, and briefing documents in preparation for donor meetings and events
- Represent the Foundation at meetings with donors and groups; schedule and arrange on- and off-site meetings to focus on cultivation, stewardship, and solicitation with special and major gift donors and prospects. Ensure creative and attentive stewardship.
- Travel locally, and sometimes nationally, for donor meetings, field trips, and events (some donor field trips include extensive hiking and travel by ski or snowshoes)
- Maintain familiarity with the Teton landscape, the region's natural and cultural resources, and specific issues and projects within Grand Teton National Park
- Assist with other administrative and development duties as assigned

### QUALIFICATIONS / SKILLS:

- Two- to five-year track record with professional experience as a successful fundraiser — demonstrated experience soliciting and closing six-figure gifts, 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 NXT (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.*