



GRAND TETON NATIONAL PARK  
FOUNDATION

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## JOB DESCRIPTION

**JOB TITLE:** Development Officer

**DATE:** January 2021

**REPORTS TO:** Foundation President

**MAIN FUNCTION:** Under administrative direction, identifies, cultivates, solicits, and stewards donors; supports fundraising special projects, development initiatives, and goal setting

### DUTIES & RESPONSIBILITIES:

1. Identifies, cultivates, solicits, and stewards philanthropic support
2. Develops and implements fundraising strategies
3. Provides support to President relative to budget, projects, goals, and strategic planning
4. Represents the Foundation at meetings with donors and groups
5. Maintains familiarity with landscapes, natural and cultural resources, and specific issues and projects within Grand Teton National Park.

### JOB STANDARDS

1. Identifies, cultivates, solicits, and stewards philanthropic support
  - a. Identifies, cultivates, and solicits philanthropic support by developing and maintaining relationships with assigned prospects including corporations, foundations, and individuals
  - b. Supports fundraising strategies through grant writing, donor meetings, and outings
  - c. Carries out fundraising priorities
  - d. Works with partners at Grand Teton National Park on proposal development
  - e. Develops and maintains a portfolio of special gift prospects
  - f. Ensures Raiser's Edge database is accurate and appropriately used for ongoing stewardship management and accurate reporting
  - g. Conducts frequent field trip and donor orientation visits within Grand Teton National Park, including front- and backcountry travel around, some of which may require extensive travel on foot, skis and/or snowshoes



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2. Works with the team to develop and implement fundraising strategies
  - a. Supports fundraising strategies and methods or activities to ensure proper acknowledgement, recognition, and stewardship of donors
  - b. Participates in developing campaign materials, case statements, brochures, and newsletters
  - c. Works in collaboration to prepare reports and prospect research materials
  
3. Provides support to President relative to projects and goals
  - a. Supports the preparation of annual budget, some program projects, and goal evaluation
  - b. Travels locally and possibly to assigned out of town regions
  - c. Participates in special projects and other duties as assigned

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