



GRAND CANYON ASSOCIATION

Position Announcement

Development Coordinator

Grand Canyon Association (GCA), a 501(c)(3) non-profit membership organization, seeks a Development Coordinator. The Development Coordinator supports the work of the GCA's Development program to raise funds for priority projects and programs of Grand Canyon National Park and GCA.

Founded in 1932, GCA is the official cooperating association for Grand Canyon National Park, operating educational bookstores and related programs to support education and scientific endeavors at the park. GCA is also the official fundraiser for Grand Canyon National Park, providing private funding for park projects.

GCA has annual revenues of \$6 million and employs approximately 50 people. Our operations are located primarily at the South Rim inside Grand Canyon National Park, with additional offices located in Flagstaff, Arizona, approximately 90 miles away. This is a full time, benefit_eligible position located in the Flagstaff office.

Position Objective:

The Development Coordinator position will provide general support to the development program including correspondence, direct mail, research, donor stewardship and database management. In particular, this position will play a key role working with the director in developing the strategies and plans for the annual giving program.

Primary Responsibilities:

- Manage the donor stewardship program including the gift acknowledgement process, maintaining donor files, assuring appropriate acknowledgement for donors, and acting as first point of contact in the development office.
- Work with Development staff to identify, research and solicit donors
- Work with the Development staff to plan and create strategic communications materials in support of fundraising campaigns for the annual fund
- Assist with research and development of compelling case statements, donor stewardship materials, electronic communications, and other fundraising materials
- Maintain development files (constituent information, references, and correspondence) in Raisers' Edge
- Manage prospect tracking reports in Raisers' Edge
- Assist with special events related to development

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- Assist with Development program travel and logistics
- Provide general office support for the Flagstaff office
- Assist with special projects as assigned

Skills Necessary for the Position:

- Excellent written/verbal communication and interpersonal skills.
- Proven ability to provide outstanding customer service
- Ability to work in a team environment to accomplish the goals of the organization.
- Good computer skills and an ability to adapt to new software
- Knowledge of legal and ethical framework for fundraising.

Minimum Qualifications:

- A minimum of three years' experience in related positions that have included non-profit donor relations, office management, and writing
- Experience working with a variety of stakeholders, particularly program managers and development staff.
- Experience using databases, especially fundraising software/databases.
- Bachelor's degree (minimum).

Working Conditions:

Performs 95% of job duties in an office setting, sitting for long hours at desk; occasionally works outside on special assignments; may occasionally work in excess of 40 hours per week or on weekends and holidays to meet critical deadlines and for special functions.

To Apply:

Applications are available on our website, at http://www.grandcanyon.org/aboutus_employment.asp , or by contacting Patty Brookins, Director of Operations at 928-638-7037 or pbrookins@grandcanyon.org

Please send a completed application, cover letter and resume via email, mail or fax to: Grand Canyon Association, ATTN: Patty Brookins, PO Box 399, Grand Canyon, AZ 86023, fax (928) 638-2484, email : pbrookins@grandcanyon.org.

We will begin reviewing applications after May 28. The position is open until filled.

Grand Canyon Association is an Equal Opportunity Employer.