



## **POSITION ANNOUNCEMENT: Grant and Partnership Officer**

Grand Canyon Conservancy (GCC) is the official nonprofit partner of Grand Canyon National Park. As the official philanthropic and collaborative partner of Grand Canyon National Park, Grand Canyon Conservancy's mission is to inspire generations of park champions to cherish and support the natural and cultural wonder of Grand Canyon. GCC raises private funds, operates retail shops within the park, and provides premier educational programs about the natural and cultural history of the region. Our donor's fund projects including trails and historic building preservation, educational programs for the public, and the protection of wildlife and their natural habitat. The Grant and Partnership Officer will report to the Chief Philanthropy Officer and will manage the grant proposal process from research through reporting. It will be the point of contact for National Park Service staff for funding requests and be the bridge to receive and deliver impact updates on GCC-funded projects in the park. Additionally, this position will develop and maintain effective partnerships and purposeful relationships with aligned external organizations to further the mission of GCC.

## **PRIMARY RESPONSIBILITIES**

### **Primary Grant Responsibilities:**

- Manage proposal writing process for all private and corporate foundations, including tracking deadlines, gathering information, and coordinating with appropriate staff
- Steward all existing foundation program officers and other staff, including coordinating project site visits and stewardship visits to Grand Canyon
- Qualify prospective foundation donors regularly, routinely submitting letters of inquiry to develop a robust pipeline of prospective foundation donors
- Communicate and collaborate with the CPO to develop a foundation strategy
- Brief and prepare CEO, CPO, and other staff as needed for foundation meetings and/or calls
- Monitor and track all foundation revenue and progress towards fundraising goals, providing accurate reports as necessary
- Secure GCC funded project updates through appropriate Grand Canyon National Park sources to be used for donor stewardship reports, fundraising materials, and updates Marketing/Communications
- Represent GCC and its mission accurately and positively
- Foster a collaborative, team-oriented environment with GCC employees, volunteers, and partners
- Other tasks as assigned by the CEO and CPO as needed

### **Primary Partnership Responsibilities:**

- Communicate with National Park Service staff and visit park project sites to maintain up to date information for relevant projects in Grand Canyon
- Collaborate with the Finance team to track park grants and fundraising totals for each GCC funded project
- Collaborate with the CPO on the park grants program to secure updates on GCC funded projects for grant and project reports
- Oversee the development of the annual NPS call for grants and GCC grant selection process
- Collaborate with Philanthropy team to identify in-park recognition opportunities of donors
- Serve as a responsible party for project content, reporting requirements, collaborating with the Communication/Marketing, Finance, and Philanthropy teams

- Collaborate with the CPO and Communication/Marketing team to effectively communicate GCC needs to corporate partners
- Monitor and track all sponsorship/partnership revenue and progress towards fundraising goals, providing accurate reports as necessary
- Oversee all in-park stewardship opportunities involving Corporate Partners and work collaboratively with other departments to ensure successful execution of all partnership benefits as agreed upon with each partner
- Enhance existing partner relationships and foster new ones through quality experiences in Grand Canyon National Park

## MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent work experience in grant management experience or proven equivalent work experience in a comparable field
- High level of expertise in CRM's and digital fundraising platforms, such as Raiser's Edge and Luminate Online
- High level of expertise in grant research software such as Instrumental or FDO
- Skill in the use of personal computer and related software applications
- Skill in the management and administration of relational database systems as well as other Information systems
- Advanced understanding of office methods, procedures, and industry best practices
- Ability to read and write at a level appropriate to the duties of the position

## PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Good communication skills, able to communicate with internal and external individuals
- High level of integrity and accuracy
- Knowledge and understanding of the nonprofit organization, goals, and objectives, and policies and procedures
- Strong commitment to the ethical handling and management of donor information
- Knowledge of budgeting cost estimating, and fiscal management principles and procedures
- Skill in strategic database segmentation
- Knowledge of a wide variety of software with the ability to train users in the most effective use of this software
- Ability to learn, interpret, and apply a variety of complex policies and procedures with minimal guidance
- The ability to efficiently share and convey
- Ability to work with other departments in the organization to follow policies and procedures
- Ability to meet deadlines and ensure the accurate processing of gifts and pledges
- Ability to handle various special projects on an ongoing basis while addressing the daily needs of the office

## GCC CORE VALUES

GCC has identified four core values that represent how we interact with our employees, partners, visitors, supporters, and followers. Our values include:

- **Integrity:** We are honest, respectful, inclusive, caring, and accountable for our actions. We operate at a high level of excellence, utilizing our resources to their best and fullest potential.
- **Education:** We are a dynamic learning organization uniquely positioned to cultivate the “awe” of the Grand Canyon.
- **Service:** We embrace our role as a valued partner of the National Park Service at Grand Canyon National Park and will provide the highest level of excellence in every interaction with employees, partners, visitors, supporters, and donors.
- **Connection:** We foster a sense of wonder and adventure for the Grand Canyon.

## WORKING CONDITIONS

- Performs 70% of job duties in an office setting
- Works long hours at a computer, repetitive hand motions with the keyboard
- Sit for long periods, up to four consecutive hours at a time
- Regularly works outside on special assignments and travels to meet donors
- May occasionally work more than 40 hours per week or on weekends and holidays to meet critical deadlines and for special functions
- Ability to travel and work flexible hours essential

## TOTAL COMPENSATION

This is a full-time, exempt, benefit-eligible, telecommute position with approximately 20% travel to Grand Canyon National Park and Flagstaff. Salary is commensurate with experience.

GCC provides a comprehensive benefits package including vacation and holiday pay, sick leave, employer-supplemented health benefits package including medical, dental, vision and health savings account (HSA) plan, long-term disability and life insurance, a 401(k)-retirement plan, Canyon Experience Days, and discounts in our retail stores.

## HOW TO APPLY

Please visit our website at: <https://www.grandcanyon.org/about-us/employment/>

We ask that you include a resume and cover letter with your application.

**Grand Canyon Conservancy is the official nonprofit partner of Grand Canyon National Park.  
We are an Equal Opportunity Employer.**