



POSITION ANNOUNCEMENT: SENIOR PHILANTHROPY OFFICER INDIVIDUAL GIVING

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.

Grand Canyon Conservancy (GCC) seeks a Philanthropy Officer for Individual Giving Programs. This is an exciting time at the Grand Canyon Conservancy, and this role is ideal for a self-starter who is eager to drive an established program toward national reach and prominence. Help build a community of inspired philanthropists who care deeply about the preservation and conservation of one of the Seven Natural Wonders of the World and who will profoundly impact the Park for present and future visitors.

This position works across the organization and with our public partners to meet the annual and long-term funding needs of priority projects in the Park. This position develops gift strategies for the ongoing cultivation of individual donors across the US and works to enhance our donor-centered culture. This position reports to the Chief Philanthropy Officer.

PRIMARY RESPONSIBILITIES

Duties vary and could include, but are not limited to, the tasks listed below.

Personal solicitation:

- Effectively manages, solicits, cultivates, and grows a portfolio of 75-100 individual donors with the capacity to make a major gift to meet annual goals (\$10,000 and above)
- Develops and facilitates cultivation, recruitment, and stewardship strategies for major and principal donors to meet the annual and long-term goal
- Conducts donor discovery, cultivation, and solicitation visits with highly rated prospects to meet annual and long-term goals
- Researches, stewards, and participates in strategic principal gift preparation with Chief Philanthropy Officer and Chief Executive Officer
- Actively engages donors and prospects through Grand Canyon Conservancy and Grand Canyon National Park events
- Partners with staff, board, and National Park Service professionals to match donors and fundraising opportunities to priority park projects
- Extensive knowledge of prospect management systems, specialized prospect research, and wealth screening processes
- Works with the philanthropy team to identify donors and prospects at all levels of giving
- Generates lists for donor visits and engagement activities
- Prepare individual correspondence and impact reports
- Actively plan, prepare, and engage donors and prospects through events designed to cultivate members and enhance relationships. Provide consistent follow-up post events to secure commitments or move relationships forward.

Management and reporting:

- Collaborates in annual goal targets and long-range funding strategies, including budget and timeline
- Proficient in a fundraising CRM, such as Raiser's Edge, and donor research software to manage donors, track activities, screen prospects, and produce reports.
- Intermediate to high proficiency with Microsoft Office products and willingness to become proficient in new programs, learning management systems, and productivity apps as needed.
- Excellent communication skills, both written and verbal, and strong attention to detail and accuracy
- Supervise individual giving staff member(s) and collaborate with the philanthropy team to achieve annual goals

MINIMUM QUALIFICATIONS

- Bachelor's Degree or significant related professional experience
- Minimum of 7 years' institutional fundraising experience
- Experience with current and evolving trends in fundraising and foundation and corporate giving

PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Ability to work with minimal supervision and as part of a team of highly enthusiastic, dedicated people focused on engaging donors, prospects, and partners in the vital work of our organization
- Ability to maintain confidential donor and management information
- The ability to promote and maintain a positive work environment
- Ability to inspire and motivate donors, volunteers, fellow team members and staff, business leaders, and philanthropists
- Excellent communication skills, both written and verbal, and strong attention to detail and accuracy
- Experience with database administration, spreadsheet software, and budget management

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
- Sit for long periods, up to four consecutive hours at a time
- Works for long hours with a computer, repetitive tasks with the keyboard
- 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 occasionally lift to 25 lbs
- Ability to travel and work flexible hours essential

TOTAL COMPENSATION

This is a year-round, full-time, exempt, Arizona-based remote working position. 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 GCC retail stores and for Grand Canyon Conservancy Field Institute classes.

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.**