



POSITION ANNOUNCEMENT: PROSPECT RESEARCH MANAGER

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 the 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 donors fund projects including trails and historic building preservation, educational programs for the public, and the protection of wildlife and their natural habitat.

Grand Canyon Conservancy (GCC) seeks a Prospect Research Manager. The Prospect Research Manager oversees and performs all aspects of prospect development, including portfolio management, prospect research, data analysis, and proactively building the prospect pipeline. This newly created position is responsible for creating a standardized, best practices approach to prospect development. This position works collaboratively with key leadership and development staff to guide their usage of this system to enhance our overall fundraising efforts. This position reports to the Senior Director of Individual Giving.

PRIMARY RESPONSIBILITIES

- Collaborates with fundraising staff to build and maintain a prospect development system that meets our needs and maximizes our fundraising efforts
- Proactively identifies new prospects with capacity and inclination for inclusion and fundraiser portfolios
- Utilizes prospect management tools and practices to partner with fundraisers on prospect strategy and portfolio structure
- Conducts public information research activities, using multiple search techniques and resources, to enhance our knowledge and understanding of prospects
- Ensures accurate and complete prospect data in the database of record
- Produces reports for fundraisers, CEO, and Board of Directors
- Manages assigned projects efficiently and effectively, with strong adherence to requirements and deadlines

MINIMUM QUALIFICATIONS

- Bachelor's degree in the humanities, business, or another related field
- Experience with fundraising and prospecting software, preferably Raiser's Edge, ResearchPoint, and Target Analytics
- Three years or more of increasing experience in the prospect development field or other related professional experience
- Excellent research and analytical skills
- Prior knowledge of prospect management principles, practices, and tools
- Experience in data analytics and data visualization

PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Excellent verbal and written communication skills.
- High level of integrity and accuracy.
- Knowledge and understanding of the nonprofit organization, goals, objectives, and policies and procedures.
- Strong commitment to the ethical handling and management of donor information.
- Ability to work effectively and independently with the ability to manage multiple projects simultaneously.
- Must have demonstrated ability to develop and maintain effective working relationships with a broad spectrum of people, including team members, donors, and other external audiences.
- Demonstrated experience working in and fostering a diverse, equitable, and inclusive environment.

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 approximately 80% of job duties in an office setting, working with a computer and with colleagues
- May occasionally work more than 40 hours per week or on weekends and holidays to meet critical deadlines and to attend special functions
- Valid Driver’s License and ability to travel without assistance.
- This position is primarily sedentary office work requiring long periods at a computer performing repetitive tasks.

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 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.**