



POSITION ANNOUNCEMENT: EXECUTIVE COORDINATOR, SOUTH RIM

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.

GCC is currently seeking an Executive Coordinator for the South Rim. The Executive Coordinator reports to the Chief of Staff, supports the Chief Philanthropy Officer (CPO) and is responsible for administrative activities at the South Rim. The Executive Coordinator can expect to perform various tasks simultaneously and should be highly organized and detail-oriented. Because they represent Grand Canyon Conservancy (GCC) with high-level donors, the Coordinator must have a professional demeanor and excellent written and verbal communication skills. This position is an integral part of the organization and key to fulfilling our mission of inspiring people to protect and enhance Grand Canyon National Park.

PRIMARY RESPONSIBILITIES

Serve as the primary administrative point of contact at our South Rim office. Manage various projects as assigned; anticipate project needs, discern work priorities, and meet deadlines with little supervision. Duties vary with the workload and may include, but are not limited to:

ADMINISTRATIVE ACTIVITIES

- Perform a wide variety of administrative tasks professionally and confidentially; this includes greeting visitors, answering phones, correspondence, copying, scanning, and mailing
- Manage GCC's primary phone and email inboxes to ensure all inquiries receive a prompt response
- Sort and open GCC mail, directing it to the appropriate department; scan and record as needed
- Handle daily check recording and deposit
- Serve as the primary point of contact in the South Rim office for deliveries and visitors
- Prepare invoices, receipts, and expense reports for processing by the Accounting Department
- Review and revise internal forms and documents for accuracy and consistency
- Manage office supplies and serve as the contact person for building-related questions

EXECUTIVE SUPPORT

- Responsible for the day-to-day management of the CPO's calendar and activities to ensure high-value time utilization of the CPO related to external and internal requirements.
- Work closely with the CPO and Philanthropy Operations Manager to ensure the CPO is prepared for meetings, commitments, and presentations. This includes: scheduling meetings, the timely preparation of itineraries, background materials, research reports, and ensuing action items
- Handle incoming and outgoing correspondence on behalf of the CPO in a highly professional, confidential, and appropriate manner
- Coordinate logistics, travel arrangements, and preparation of background materials for internal and external meetings (information packets, directions, travel itineraries, etc.) for the CPO
- Assist the CPO with the coordination of special projects that support the strategic direction of GCC

EVENT SUPPORT

- Assist the Event Planner with the planning and execution of GCC events
- Work closely with the Philanthropy Department to create and execute unique donor experiences, including VIP trips, custom experiences, and tours
- Manage the planning and execution of virtual GCC events

MINIMUM QUALIFICATIONS

- Two plus years of experience in office administration
- Demonstrated intermediate to advanced proficiency with Microsoft Office Suite programs
- Previous work in a fundraising office or customer service field, both in person and remotely
- Must be 18 years of age and possess a valid driver's license

PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Demonstrated ability to manage multiple projects and work assignments in a fast-paced, high-pressure environment while remaining calm and level-headed
- Excellent oral and written communications skills, including writing, proofreading, and speaking
- High-level professional interpersonal skills both in person and by phone
- Knowledge of fundraising or CRM systems such as Raiser's Edge, Salesforce, or Microsoft Office Dynamics. Experience with multiple platforms a plus
- Well-developed customer service ethic with high expectations for quality and attention to detail
- Experience in special event planning and execution
- Personal qualities of integrity, credibility, collegiality, sense of humor with the desire to work in a hands-on, dynamic environment in support of GCC's crucial mission
- Ability to promote and maintain a positive work environment
- Willing to occasionally work evenings and weekends as required

GCC CORE VALUES

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

- **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

- This position is primarily sedentary office work requiring long periods at a desk performing repetitive tasks such as typing and data entry
- Ability to walk outdoors periodically up to four miles and travel to GCC events
- Ability to lift up to 25 pounds on occasion
- May occasionally work more than 40 hours per week or on weekends and holidays to meet critical deadlines and for special functions

TOTAL COMPENSATION

This is a full-time, non-exempt, benefit-eligible position at the South Rim of Grand Canyon National Park, AZ. Rental housing is available for this position. Salary is commensurate with experience.

GCC provides a comprehensive benefits package. As a full-time employee, you will be eligible for a broad array of benefits, 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 and GCCFI programs.

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.**