The Glacier National Park Conservancy (Glacier Conservancy) is an equal opportunity employer. The Glacier Conservancy shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

**Job Title:** Major Gift Officer  
**Location:** Columbia Falls, Montana  
**Department:** Administration  
**Duration:** Full Time, Year-Round

**Job Overview:** The Major Gift Officer is responsible for the cultivation, solicitation, expansion, and tracking of major gifts of $1,000+ for the Glacier National Park Conservancy (GNPC) to help it meet its mission to preserve and protect Glacier National Park for future generations.

**Essential Functions (Major Duties or Responsibilities)**

**MAJOR DONOR CULTIVATION - 60%**

Contribute to GNPC’s annual fundraising goals ($3.7 million in 2020, $4.3 million in 2021, $5.1 million in 2022), by managing an increasingly productive portfolio of individual and corporate major donors with ongoing success.

Work to identify and qualify potential new donors to establish relationships that will result in a major gift.

Create, execute, expand and track the strategy for all major donors in assigned donor portfolio via Blackbaud Raiser’s Edge.

Work with the Executive Director, the Development Associates (Business Partnerships, Foundations, Events) the Marketing Team, and to identify and implement strategies for donor research, identification, prospecting, cultivation, and stewardship.

Establish an effective relationship with the Development Committee of the Board of Directors to identify and implement strategies to meaningfully engage board members in major donor, engagement, fundraising and cultivation efforts.
RESEARCH, EVALUATION, AND PLANNING - 25%

Create and implement evaluative tools to provide regular qualitative and quantitative reporting on the effectiveness of major donor philanthropy for the GNPC.

Create and implement an annual plan for major gift philanthropy that includes dates, data, responsibilities, and goals.

Create and implement major gift recognition program consistent with donor recognition plan in place with Glacier National Park.

Remain current on successful trends in major donor philanthropy including recommendations for innovation and programmatic improvements.

COLLABORATION AND COMMUNICATION – 10%

Develop and maintain a strong working relationship with Glacier National Park leadership and staff. This will include time spent inside the park experiencing GNPC funded projects with staff, co-workers, and donors.

Develop, implement, and maintain a system for personal acknowledgement of major donor gifts. Work with the Development Associates, the Database Administrator, the Administrative Assistant, the Executive Director, and other philanthropy team members to ensure timely and appropriate thank you letters, calls, and outreach.

Work with philanthropy and marketing staff on special donor events including, but not limited to, major donor events, special marketing events, planned giving events and other donor-specific events.

Maintain positive, active relationships with staff and donors to ensure ongoing support of the Glacier National Park Conservancy, Glacier National Park, and our park partners.

Participate in National Park Foundation “Friends Alliance” philanthropy affinity group and develop relationships with other professionals in the area of philanthropy, particularly as related to national parks.

Participate in external speaking engagements to create brand awareness and build the GNPC brand within the community.

Collaborate with GNPC staff (Administration, and Park Stores), and among consulting partners to ensure integration of messaging, scheduling of message delivery, and provision of technical coordination between platforms.

OTHER DUTIES - 5%

Perform other duties as assigned.
Experience, Attributes and Job Requirements

Minimum Qualifications (Education and Experience):

- Bachelor’s Degree or an equivalent combination of education and experience.
- Three or more years of experience in non-profit donor management desired, including knowledge of fundraising principles and best practices.
- Proven track record in meeting fundraising/performance goals.
- Experience developing effective relationships with key leaders, volunteers, board members, and donors.

Preferred Qualifications:

- Certification in or significant experience with Blackbaud Raiser’s Edge database system is preferred.

Knowledge, Skills and Abilities:

- Strong written, oral communication, and relationship building skills.
- Must have the ability to work in a fast-paced environment, meet deadlines, be team oriented, demonstrate strong organizational skills, take initiative and be self-motivated.
- Ability to work as a collaborative team member within a fundraising program in support of GNPC mission, goals, and culture.
- Proficiency in Microsoft applications is required.

Special Requirements:

- Must be able to manage sensitive confidential data in a professional manner and in accordance with strict ethical standards. Must be able to identify complex issues and resolve conflicts in a swift and professional manner ensuring the highest level of service.

Physical and Environmental Demands:

- This position is year-round, and requires a combination of office duties and outside/travel related work both in and around Glacier Park (regularly), and nationwide (occasionally). This employee must maintain physical and professional capacity for working in a variety of environments (inside, outside, remote locations) and under a variety of conditions (backcountry, cold, heat). The employee may be required to lift up to 50 pounds, sit, stand, or walk for extended periods of time, kneel, crouch, or reach, to move files or carry and handle equipment (cameras, packs, etc.). Stress may be anticipated working with managing tight deadlines, competing priorities, stressful partner engagements.
Core Competencies

The Glacier National Park Conservancy has universally adopted these competencies and behaviors and all employees will be evaluated on these during scheduled performance evaluations.

COMMITMENT

Ability and willingness to align behavior with the needs and goals of the organization and provide a visible role model for others. Holds self accountable for organizational activities, services, decisions, successes and failures. An employee with commitment demonstrates an understanding of the link between his or her own job responsibilities and overall organizational goals and needs and, subsequently, performs the job with broader goals in mind.

COMMUNICATION

Provides timely and concise information to others verbally, nonverbally and in writing, and helps others communicate effectively. An employee with strong communication skills ensures that communication occurs at all organizational levels, between all appropriate people and encourages open expression of ideas and opinions. They listen effectively, transmit information accurately, understandably and appropriately, and actively seek constructive feedback.

INITIATIVE AND ACCOUNTABILITY

Focuses efforts and energy on successfully attaining organizational goals and objectives. This includes making difficult decisions and persisting even when confronted by obstacles or adversity and may involve questioning status quo assumptions. These employees assume accountability for decisions, actions, and results, follow through on issues to completion, point out problems and ask questions others may have overlooked or been reluctant to acknowledge. Requires an understanding of organizational relationships, identification of decision-makers, and the relationship of positions within the agency.

INFLUENCE

Transforms thought into productive action. Creates successful outcomes by sharing knowledge and information within the work unit and across organizational lines. This includes mentoring others, building relationships key to success by establishing trust, credibility and rapport with key players and customers. These employees use awareness of the organization and knowledge of the different roles and power positions within the organization to positively affect results.

PERSONAL EFFECTIVENESS

Puts the public and co-workers at ease through awareness of, and consideration for, the opinions and feelings of other people. Senses how others are feeling and sets a positive and stable tone in work relationships. (This competency category describes qualities generally associated with personal maturity and an employee’s inclination to consistently adhere to high levels of ethical behavior. This
category is related to INFLUENCE; however, it applies to more personal, one-on-one relationships or contacts, while INFLUENCE is closely tied to global or organizational effectiveness.)

THINKING & PROBLEM-SOLVING

Uses reason and logic to identify and solve problems. These employees use reason, vision, and creativity to reach conclusions and decisions. Understands cause and effect relationships, recognizes similarities and differences in situations, and applies knowledge to help make effective decisions or to come up with new ways to accomplish a task.