

Great Basin National Park Foundation
Development and Communications Manager
Position Announcement (PT)



Great Basin National Park Foundation (GBNPF), the nonprofit partner of Great Basin National, is seeking a Development and Communications Manager. This part-time position serves as the center of the small but growing GBNPF fundraising effort, implementing fundraising and communications strategies while supporting the board and Executive Director (ED) in their major gift fundraising efforts.

- Implement fundraising solicitation strategy, including producing and sending fundraising mailings, emails, social media, online giving days.
- In coordination with ED, draft communications, including but not limited to solicitation letters, stewardship updates, and acknowledgment letters.
- Coordinate, manage logistics, and serve as point person for small fundraising events, both virtual and in-person donor engagement events.
- Process gifts (received through mail, online, EFT), prepare gift acknowledgments, and document all donor correspondence.
- Maintain and improve the donor database, keep all donor records up-to-date and accurate and integrate other lists as needed. Maintain the integrity of data by monitoring duplicates, unsubscribes and do-not mail requests, and changes in contact information.
- Manage the system that tracks all donor interactions, assign tasks for staff and volunteers, and set reminders for staff and volunteers for donor follow-up (moves management process).
- Produce regular fundraising reports for the leadership team.
- Update and maintain document of database policies and procedures. Keeps up to date on changes to Little Green Light CRM and educates team on best practices.
- In coordination with ED work with the entire Board of Directors and the Board's Development committee

Who You Are:

- An energetic fundraiser with 2-5 years of experience (or a degree and 2 years of experience).
- A natural communicator who thrives in fast-paced environments, is curious and personable.
- Self-starter with a strong ability to work independently.
- Detail-oriented, highly organized, and ready to juggle multiple projects.
- Flexible and willing to work some evenings and weekends.
- Passionate about conservation and eager to make a difference.

Why Join Us?

- Be part of a passionate team that protects, preserves and educates people about one of America's most beautiful national parks.

Salary and Benefits:

- 15 - 20 hrs. per week at \$25-\$30 per hour. Some weekends and nights are expected.
- Benefits include 12 federal holidays (awarded per part time basis, i.e. 4 hours paid per holiday), 5 days sick leave, health insurance stipend possible after working one year, and 3 % COLA.
- Travel expenses reimbursed at the government rate.
- This can be a contract or employee position based upon a candidate's desires.

Location: This is a remote position that can be based in or near Reno, Las Vegas, or Salt Lake City.

How to Apply:

Interested candidates should submit a resume, cover letter, and three references to ***executivedirector@greatbasinfoundation.org***. Please feel free to reach out with questions. Great Basin National Park Foundation is an equal opportunity employer and encourages candidates of all backgrounds to apply.

www.greatbasinfoundation.org