



DEVELOPMENT SPECIALIST I

Position Type: Regular Full Time (Non-Exempt)

Reports to: Director of Development

Location: Hurricane, UT

Pay Grade: 5

We are seeking a flexible, tenacious & organized professional to join the Development department of the Zion National Park Forever Project. The Development Specialist I serves as the administrative support to all members of the Development team to generate revenue through fundraising. Working with leadership and other members of the team, this position is responsible for complex and diverse business activities that ensure that fundraising teams are prepared for strategic, well-coordinated, high-yield solicitations that lead to significant philanthropic gifts. The Development Specialist must be able to work independently, providing cross-functional support to other team members. Responsibilities include data entry, solicitation preparation and follow-up, other general administrative support, and local office management. This position interacts with a wide range of people including donors, staff, and the surrounding communities.

WHO WE ARE

Zion National Park Forever Project (ZFP), a leader in non-profit public lands partnerships, believes that our employees are our greatest strength. As such, we are seeking a full-time Development Specialist who is committed to our mission as the non-profit partner of Zion National Park, Cedar Breaks, Pipe Spring National Monuments, and the US Forest Service and to providing our staff members with an exceptional brand experience. From the moment of hire, we want our employees to engage in the mission of ZFP and to understand the value of the contribution that each person makes to this important work.

The Forever Project's headquarters are in Zion National Park. The Development Specialist position is located in Hurricane, UT.

WHAT YOU'LL DO:

The Development Specialist is responsible for the following:

FUNDRAISING SUPPORT – 40%

- Ensure that the development team's resources and time are maximized through effective calendar management.
- Tactfully handle difficult and sensitive situations with staff and donors while remaining positive and professional. Escalate issues as appropriate.

- Ensure data integrity by coordinating with other Development team members.
- Enter and track donor data in the donor database, and run reports as needed.
- Continuously identify support areas to maximize fundraising operations.

LOGISTICS & MEETING ADMINISTRATION - 40%

- Plan and execute logistics for meetings and events for the Development team, including creating agendas, coordinating catering, taking and distributing minutes, and managing projects/action items through Asana.
- Proactively identify needs and prepare materials for donor meetings to maximize efficiency for Development leadership.
- Follow up with Development team members as needed to ensure assigned tasks are completed promptly.

OFFICE MANAGEMENT – 20%

- Order, stock, monitor, and maintain adequate office and other supply inventory levels.
- Ensure office presentation is consistently held to the highest standards of excellence.

KEYS TO SUCCESS (THE MUST-HAVES)

To be successful in this job, you will excel in these areas:

Hard skills:

- 2+ years of demonstrated experience in office management, project management, or other high level administrative experience. Event planning or nonprofit fundraising experience is highly preferred.
- The ability to maintain a high level of confidentiality is required.
- Previous experience with task management systems and Microsoft Office is required.
- Strong organizational and multi-tasking abilities.

Soft skills:

- Committed to continual learning and teaching, to the ZFP mission, and to advancing a culture of inclusion in the organization and in Zion.
- Excellent verbal & written communication with a variety of internal and external stakeholders.
- Collaborative, creative, and flexible.
- Highly independent, self-starter who displays initiative in taking on new projects as requested.
- Creative, strategic thinker and open-minded problem solver with a calm and flexible demeanor.
- Able to prioritize, quickly manage multiple projects, and meet multiple deadlines.

WHAT ELSE YOU SHOULD KNOW

We value diversity among our staff. Zion Forever is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team.

This is a full-time, non-exempt position in southern Utah. Work will be in Hurricane, UT most days, with

periodic travel to other locations for fundraising events. Housing is NOT available. Salary is commensurate with experience. Following an introductory period, 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, and discounts in our park stores.

HOW TO APPLY

Well-qualified applicants should send a resume and compelling letter of introduction describing your suitability for the position to Elizabeth Fiala, Director of Human Resources, Zion Forever Project, at **elizabeth.fiala@zionpark.org**.