



POSITION ANNOUNCEMENT: DIRECTOR OF FUNDRAISING EVENTS

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 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.

Grand Canyon Conservancy is seeking a Director of Fundraising Events who is responsible for the design, planning, execution, and evaluation of all philanthropy events to drive donations, raise awareness, and engage supporters as aligned with GCC's mission and strategic goals. This hands-on management role requires expertise in event strategy, donor engagement, logistical oversight, including staffing and vendor supervision, promotion, and budget administration. The Director of Fundraising Events is a creative, results-driven professional with a passion for relationship building while delivering high-impact experiences that drive philanthropic support.

The Director of Fundraising Events is a hybrid role that requires travel nationally and to Grand Canyon National Park. Due to the volume of events located there, preference will be given to candidates who reside within a five-hour drive of the South Rim of the Grand Canyon. The position is classified as full-time, exempt, and benefit-eligible and reports to the Chief Philanthropy Officer.

PRIMARY RESPONSIBILITIES

Duties vary with the workload and may include, but are not limited to, the essential functions listed below.

Strategic Planning and Event Planning

- Develop and implement a comprehensive annual event plan aligned with Philanthropy's strategic goals and fundraising targets.
- Oversee all aspects of philanthropic events, including galas, donor receptions, fundraisers, and stewardship events.
- Identify and evaluate new opportunities for event-based revenue generation.

Donor & Sponsor Engagement

- Cultivate and steward relationships with targeted donors, partners, and stakeholders in collaboration with the entire Philanthropy team.
- Working with the Senior Philanthropy Officers, develop sponsorship packages and help secure financial and in-kind support for events.
- Manage communications with event hosts (including board members, volunteers, and/or donors) via planning meetings, scheduled updates about the status of resource needs, provision of invitation and guest lists, and other details.
- Ensure excellent guest experience and donor recognition before, during, and after events.

Event Logistics

- Manage all vendor relations, including RFP requests/selection/engagement in support of individual event needs, including catering, venue, AV/technology, entertainment/talent, permitting, and staffing.
- Coordinate all aspects of events, including logistics setup/breakdown, attendance, registration, volunteers/temporary staff, and leadership assignments.

- In collaboration with the Data Services Manager, identify, create, manage, and track guest lists, invitation distribution, and points of contact.

Event Promotion

- Collaborate with the Communications team to develop and implement comprehensive marketing plans for each event, including invitations, all event collateral, and pre- and post-publicity.

Interdepartmental Collaboration

- Advocate for fundraising strategies to be incorporated as appropriate for all GCC public events while participating in multidisciplinary event planning teams.
- Work cross-functionally with finance, operations, and other departments to ensure capture of KPIs and effective resource utilization.

Budget & Reporting

- Create and manage event budgets aligned with Philanthropy goals and overall budget.
- Track key performance indicators and prepare post-event evaluations and financial reports.
- Maintain accurate records in the donor database and support compliance with fundraising regulations.

Post-Event

- Oversee post-event communications, coordinating with the Communications team and Philanthropy staff on messaging and follow-up solicitations
- When applicable, survey participants post-event to gather information on engagement and satisfaction and to identify opportunities for future improvements.

MINIMUM QUALIFICATIONS

- Minimum five years of relevant professional experience in special event planning and project management within nonprofit and/or mission-driven institutions.
- Bachelor's Degree or equivalent in a related field, or any combination of education, experience, and training equivalent to the above minimum requirements.
- Proven track record of meeting or exceeding event fundraising goals.
- Experience with events held remotely from the host organization/location.
- Strong leadership, project management, and organizational skills.
- Excellent written and verbal communication abilities, which set expectations and contribute to positive experiences for diverse internal and external stakeholders.
- Ability to manage multiple projects simultaneously while meeting deadlines and budgets and troubleshooting problems or challenges.
- Proficiency in donor management software (preferably Raisers Edge) and general Microsoft applications.
- Ability to work evenings and weekends as required for scheduled events and activities as required.
- Must possess a valid driver's license.

PREFERRED QUALIFICATIONS, SKILLS, AND CHARACTERISTICS

- Professional experience in mid- to large-sized nonprofit or mission-driven organizations.
- Familiarity with virtual and hybrid event platforms.
- Genuine commitment to GCC's mission and goals.

WORKING CONDITIONS

- This position is 70 percent sedentary office work with repetitive motions such as keyboard and mouse.
- Ability to lift up to 30 pounds on occasion and to physically support setup and teardown of events.
- Ability to travel for meetings and events.

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.

GCC'S COMMITMENT TO EQUITY, DIVERSITY, AND INCLUSION

Grand Canyon Conservancy embraces and nurtures a welcoming and inclusive environment that promotes diversity, encourages collaboration, and fosters a culture where all employees feel valued, respected, and included. As a dynamic learning organization, we continually evaluate our systems and practices to foster an environment where all employees feel a sense of belonging, are empowered to bring their authentic selves to work, and can thrive personally and professionally.

GCC provides equal employment opportunities to all employees and applicants and prohibits discrimination and harassment of any type without regard to any characteristic protected by federal, state, or local laws.

TOTAL COMPENSATION

GCC provides a comprehensive benefits package, including vacation and holiday pay, sick leave, Canyon Experience Days, an employer-supplemented health benefits package including medical, dental, vision, and health savings account (HSA) plan, employer-paid long-term disability and life insurance, an employer-paid 401(k) retirement plan, and discounts in our retail stores and Grand Canyon Conservancy Field Institute offerings. **The hiring salary for the position is 85K annually.**

HOW TO APPLY

Please visit our website at: <https://www.grandcanyon.org/about/jobs>

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.**