



**GATEWAY ARCH PARK
FOUNDATION**

**Gateway Arch Park Foundation
Position Announcement | Major Gifts Officer**

WHO WE ARE: Gateway Arch Park Foundation is a non-profit conservancy dedicated to ensuring Gateway Arch National Park and its surroundings are a welcoming, vibrant, and well supported public space for today and generations to come.

The Foundation partnered with the National Park Service, Great Rivers Greenway, Bi-State Development, City of St. Louis, and other civic interest groups to revitalize the Gateway Arch grounds, museum and surrounding areas.

As the official philanthropic partner of Gateway Arch National Park and its neighboring areas, we fundraise to conserve, maintain, program and support education opportunities at the park.

OPPORTUNITY: This is a unique opportunity to join a small, passionate, collaborative team of professionals committed to the future of one of the world's most iconic national parks. By joining the Foundation, you will play an integral part in moving our mission forward as the conservancy for Gateway Arch National Park.

The Major Gifts Officer is responsible for securing major and principal gifts in support of Gateway Arch Park Foundation's organizational and development priorities, primarily in support of a capital and endowment campaign.

This position reports directly to the Director of Philanthropy and External Affairs. The Major Gifts Officer should be experienced in the day-to-day functions of moves management in cultivating and soliciting a pipeline of qualified major gifts prospects in support of Gateway Arch Park Foundation, with prioritization on securing support for a \$65 million capital and endowment campaign.

This is a full-time, exempt position in a hybrid working environment. Benefits include health insurance, parking stipend, 401K, long & short-term disability coverage. The salary range is \$85,000- \$95,000.

ROLES AND RESPONSIBILITIES:

- Build, qualify and manage a portfolio of 75-125 donors and prospects through quality, substantive contacts and face-to-face visits to identify, qualify, cultivate, solicit, and steward donors to successfully close gifts ranging from \$50,000 to \$1 million+.
- Work with the Director of Philanthropy & External Affairs and key stakeholders to meet or exceed dollar and visit goals, with a focus on securing **new multi-year gifts in support of a major capital and endowment campaign.**

- Develop, execute, evaluate, and refine strategies to connect donors with the organization's mission and priority projects.
- Collaborate with the Development Team to engage donors and prospects to participate in special events and other engagement opportunities.
- Serve as an ambassador for Gateway Arch Park Foundation by developing and maintaining a thorough and accurate understanding of its mission, strategic plan, key programs, and funding priorities to effectively connect donors and prospects to its priorities and core mission.
- Effectively communicate the organization's priorities (initially in support of the capital and endowment campaign) and successfully match donors' philanthropic interests to funding needs.
- Contribute to and review written materials, including individual donor strategies, briefings, solicitations, and acknowledgements in a quality consistent with Gateway Arch Park Foundation's development standards.
- Utilize and update Gateway Arch Park Foundation's donor CRM by recording activities, contacts, gift proposals, and strategies on an on-going basis consistent with current policies.
- Collaborate with the Director of Philanthropy and External Affairs to create the Foundation's planned giving framework using the capital and endowment campaign as a catalyst to launch a planned giving program.

QUALIFICATIONS, KNOWLEDGE & SKILLS:

- A bachelor's degree is required for this position as is at least 5-7 years of major gift fundraising experience within a capital and endowment campaign.
- A professional demeanor and good judgment when interacting with the Foundation's staff and leadership team, high net worth prospective donors, and key stakeholders.
- Exceptional attention to detail, commitment to quality, and an ability to maintain high standards.
- Excellent analytical, communication and interpersonal skills and the ability to write effectively.
- Competency with Microsoft Office and proficiency with a donor database or CRM software.
- Working knowledge of planned giving vehicles.
- Ability to meet deadlines and solve difficult problems both collaboratively and independently.
- A commitment to the mission of Gateway Arch Park Foundation to ensure the Gateway Arch, its grounds, neighboring public spaces, and attractions are vital, welcoming, and well-supported resources for the community for generations to come.
- Experience in donor and prospect management and gift solicitation, including a proven track record of closing major gifts and stewarding donor relationships.
- Experience cultivating and soliciting increased and new major gifts as part of a major capital and endowment campaign.
- A high level of accountability, self-motivation, and ability to work independently and with confidentiality.

A bachelor's degree is required for this position as is at least 5-7 years of major gift fundraising experience within a capital and endowment campaign.

ADDITIONAL:

- Passion for St. Louis, National Parks, and the positive impact the Foundation has on Gateway Arch National Park, the City of St. Louis, and the region.
- Ability to thrive in and enjoy a fast-moving entrepreneurial environment.
- Willingness to work on other duties as assigned, supporting a small collaborative team.
- This position requires working limited nights, weekends, and holidays as necessary.
- All employees of Gateway Arch Park Foundation are subject to mandatory background checks upon hiring.

Physical Requirements: The individual must be able to perform the essential functions of the job satisfactorily as outlined in this job description; where necessary for a qualified individual with a disability to perform the essential functions of the job, reasonable accommodation will be provided.

- Ability to utilize computer keyboard (typing) and sit for extended periods of the workday within an office environment.
- While performing the duties of this job, the employee is at times exposed to outside weather conditions while moving between various park buildings and on park trails.
- Employees, at times, staff public and private events at booths and tables outdoors and indoors.
- The general noise level in the office environment is moderate to quiet with some exceptions.
- Ability to operate personally owned vehicle.
- Ability to lift and carry up to 15 lbs. when transporting supplies.

Equal Opportunity Employer: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, genetic information, veteran or military status, pregnancy, marital or familial status, sexual orientation, gender identity or expression, or any other class, trait, or status protected by law.

Gateway Arch Park Foundation is committed to providing access and reasonable accommodation in its application process for individuals with disabilities and encourages applicants with disabilities to request any accommodation needed using the contact information below.

Diversity, Equity, and Inclusion Statement: The Arch belongs to everyone. Gateway Arch Park Foundation seeks to create inclusive environments for people to be themselves by identifying, accepting, embracing, and celebrating our differences. We are authentic in our work in Gateway Arch National Park and Downtown St. Louis by creating places, programming, and experiences that reflect the community. We are committed to ensuring all feel welcome at the Arch.

NEXT STEPS: If you are qualified and interested, take the next step, and submit your resume and cover letter for consideration careers@archpark.org. All resume submissions will be treated as confidential.