

Coordinator, Planned Giving

The National Park Foundation's Planned Giving program represents a community of donors who provide support to the organization from their estate plans. Known collectively as the "1916 Society," these generous donors have pledged almost \$60 million to the Foundation and represent more than 300 donors. The National Park Foundation is committed to active growth of this program as a conduit for long-term future funding for the Foundation and the Centennial Campaign.

The Planned Giving Coordinator works closely with the Director, Planned Giving to assist with donor communications. This person has primary responsibility for managing the estate administration process, overseeing the planned giving database, and responding to donor inquiries. The [Coordinator] may also be asked to assist with cultivation and stewardship activities including, but not limited to, donor events or outings in national parks.

The Coordinator will possess great interpersonal and communication skills, and an ability to quickly learn new systems and operate in a dynamic environment. Strong assets for this role include experience working with nonprofits, donors, and/or volunteers.

WORKING AT NPF

In 1872 America did something unprecedented; it set aside more than one million acres of wilderness for the benefit and enjoyment of the people. For more than 100 years, citizen involvement and private philanthropy have helped to improve, preserve and protect America's national parks. Since it was established by Congress in 1967, NPF has sustained this legacy of private philanthropy.

As the official nonprofit partner of the National Park Service, the National Park Foundation generates private support and builds strategic partnerships to protect and enhance America's national parks for present and future generations. We are a small organization with a big mandate. Learn more about us at www.nationalparks.org.

RESPONSIBILITIES AND DUTIES

- Oversee the management of the estate administration program; includes tracking, reporting and acknowledging gifts as well as any receipt/document preparation.
- Manage donor data entry and maintenance as well as generate regular queries and reports
- Respond to donor inquiries either directly or via the appropriate staff member for specific follow-up.
- Develop and maintain relationships with current and prospective Planned Giving donors through communication via mail, telephone, and email.
- Assist with the administration of the 1916 Society stewardship program, including acknowledgements, marketing, recognition, and event planning as needed.
- Provide general office support, share receptionist duties, and answer basic inquiries from the public
- Work collaboratively with other colleagues in both the Planned & Annual Giving team as well as the Individual Foundation Giving team as appropriate.

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

The ideal candidate should have the following:

- Minimum of 2+ years of non-profit/fundraising or relevant experience in a development office.
- Must be detail-oriented, have a working knowledge of databases, and their typical functions, proficient in Microsoft Office (Excel, Outlook, Word), and possess an ethic of accountability in the workplace
- Must be committed to providing excellent customer service
- Possess excellent verbal and written communications skills
- Ability to interact professionally with stakeholders and demonstrate good judgment
- Ability to prioritize tasks and focus on multiple projects and deadlines simultaneously
- Ability to overcome challenges and problem-solve
- Strong multi-cultural sensitivity as well as the ability and compassion to work with professionals across all levels
- High degree of integrity and honesty
- Ability to attend evening and weekend events as needed
- Must be fluent in English, both written and spoken

TO APPLY

If you know you are the perfect candidate for this position, we want to hear from you. Please submit your application through the National Park Foundation ADP portal found [here](#). If you experience technical difficulties during the process, you may submit your cover letter, resume and salary history by email to resumes@nationalparks.org. Please indicate "XX Job Title" in the subject line of the e-mail.

National Park Foundation is an Equal Opportunity Employer. Candidates of all backgrounds are encouraged to apply.