



Development Officer

We are looking for a full-time Development Officer who is excited to build support for Swaner Preserve and EcoCenter and Utah State University. The Development Officer is responsible for the qualification, cultivation, solicitation and stewardship of major gift prospects. If you love connecting with people, then this position could be a great fit for you! Prior fundraising experience is preferred but not required for this role.

This position is highly collaborative with other colleagues and works closely with University and Foundation leadership. This position also requires extensive public contact with high-level alumni, donors and volunteers. The candidate builds relationships for the University with donors by presenting the case for philanthropic support and engagement opportunities. The candidate follows up with correspondence, phone calls and additional visits as appropriate to close gifts.

Qualifications:

- An earned baccalaureate degree from an accredited college or university or an equivalent combination of education and experience is required.
- Strong communication skills, including excellent writing and editing skills.
- Persistence and resourcefulness in developing and executing solicitation strategies and closing gifts/sales.
- Ability to maintain sensitive and confidential information.
- Highly developed organizational skills, including the ability to work under pressure to handle multiple prospects and requests, and meet competing deadlines.
- Ability to foster positive interpersonal relationships and professional image with external and internal partners.
- Ability and desire to travel.

Opportunities and benefits:

- The opportunity to work in both the non-profit and the higher education realms.
- Excellent benefits through Utah State University. [Click here](#) to view benefits.
- Working to make positive change and further Swaner's mission.
- The ideal candidate is willing to be based in Park City or Salt Lake City with the potential for a hybrid work schedule.
- Will work closely with a great team.

Compensation: Competitive pay commensurate with experience, \$50k-\$55k.

Interested candidates can see more details and [apply here](#).

Questions? Contact Janna Coulter, janna.coulter@usu.edu

Position will be open until filled, applications will be reviewed on a rolling basis.