

BE PART OF SOMETHING BIGGER

Manager of Individual Giving and Stewardship
GATEWAY ARCH PARK FOUNDATION

MONUMENTAL MISSION

As the official philanthropic partner of Gateway Arch National Park and its neighboring areas, we strive to ensure these grounds and attractions remain a vital, welcoming and well-supported resource for our community and nation for generations to come.

Our work supports conservation, preservation, education and programs that bring the community together.



Help activate one of our country's most iconic national parks and ensure its future for generations to come.

YOUR OPPORTUNITY

This is a unique opportunity to contribute to St. Louis' long-term vision for and development of Gateway Arch National Park and its surrounding areas.

The Foundation has an annual operating budget of \$3.7+ million. We host two major fundraising initiatives each year and support countless free community programs.

Our team is building a dynamic membership, annual giving and sponsorship program with a goal of raising \$5 million annually within the next five years.



“The Foundation is truly about making St. Louis’ front door all it can be. To come to work every day and support the park that represents our City to the entire world is something I cherish.” –RYAN MCCLURE, EXECUTIVE DIRECTOR

ARE YOU?

- Someone with a passion for our city, national parks and civic engagement looking to contribute to the St. Louis region
- Experienced in growing a membership program
- Able and eager to develop effective partnerships with internal and external constituencies
- Appreciative of fundraising best practices
- Self-motivated and comfortable accepting responsibility for achieving personal, team and organization goals
- An excellent and compelling writer and communicator
- An exceptional project manager with attention to quality and detail
- Knowledgeable of Raiser's Edge/CRMs
- A professional dedicated to community and civic involvement

ESSENTIAL RESPONSIBILITIES

- **Membership and Annual Giving** – develop strategies to cultivate, solicit, and steward individual donors and memberships through personal visits and presentations that inspire deeper philanthropic commitments. Track engagement, fulfill member benefits, maintain donor records and work to grow the Foundation's annual fund pipeline of donors.
- **Relationship Management and Stewardship** – assist in the creation of stewardship plans; manage annual giving via phonathon, direct mail, email, online appeals, and campaigns.
- **Donor Engagement and Fundraising Events** – lead planning of the Friends Advisory Board *Picnic in Your Park*, monthly member tours, thank-a-thons, donor recognition and cultivation, and fundraising events.
- **Donor Communication** – collaborate with communications team to create effective donor messages via social media, appeals, events, newsletter stories and other brand building opportunities. Manage the production of fundraising collateral.
- **Friends Advisory Board Liaison** – engage and support the Friends Advisory Board in all aspects of outreach and fundraising.

STRUCTURE

- Reports to director of development as part of four-person development team
- Also works closely with data manager and senior manager of communications, in addition to all members of staff

COMPENSATION

- Starting salary commensurate with qualifications and experience. Range: \$65,000 - \$70,000
- Hybrid work environment
- Excellent benefits, including health, parking, 401K retirement contribution, paid parental leave, long- and short-term disability coverage

TO APPLY

- Take a five-minute **behavioral assessment**.
- Submit a resume and cover letter that expresses your interest and qualifications for the position to search@emdconsulting.com.
- Candidates will be considered on a rolling basis, with materials accepted until March 4, 2022.

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.

COVID-19 Policy The Foundation requires that employees be fully vaccinated, with accommodations made for religious and medical exceptions. Unvaccinated employees are required to submit to weekly testing of COVID-19 status.



**GATEWAY ARCH PARK
FOUNDATION**