

# **JOB DESCRIPTION: DEVELOPMENT OFFICER/CORPORATE PARTNERSHIPS COORDINATOR**

**Job Title:** Development Officer/Corporate Partnerships Coordinator

**Reports to:** Executive Director, Wyoming PBS Foundation

**Job Summary:** This is a full-time (40 hours per week), at-will employment position focused on major gift fundraising and corporate partnership development. The position requires an experienced fundraising professional, preferably in Riverton, WY with regular office presence, though hybrid arrangements may be considered for exceptional candidates, with extensive travel throughout Wyoming to cultivate and steward major donors and corporate partners. In addition to building a strong underwriting and sponsorship portfolio, this role is critical to meeting a \$500,000 challenge grant deadline within 12 months and building long-term major gift and corporate partnership capacity for the Wyoming PBS Foundation.

## **Responsibilities and Duties:**

### **Major Gift Fundraising (45% of time)**

- **Challenge Grant Campaign:** Lead efforts to secure \$500,000 in matching funds within 12-month deadline through major gift solicitation
- **Prospect Research & Management:** Identify, research, and qualify major gift prospects (\$1,000+) using wealth screening tools and database analysis
- **Donor Cultivation:** Plan and execute systematic cultivation strategies for major gift prospects through personal visits, events, and stewardship activities
- **Solicitation:** Make face-to-face asks for major gifts, planned gifts, and capital campaign contributions
- **Stewardship:** Develop and implement comprehensive stewardship plans for major donors to ensure retention and upgrade potential

### **Corporate & Foundation Relations (40% of time)**

- **Underwriting Development:** Identify and cultivate new corporate underwriting opportunities for Wyoming PBS programming, with focus on expanding existing partnerships and developing new corporate relationships
- **Corporate Sponsorship:** Develop comprehensive corporate partnership packages beyond traditional underwriting (events, digital, community outreach)
- **Relationship Management:** Maintain ongoing relationships with corporate and foundation partners through regular contact and stewardship
- **Business Community Engagement:** Attend chamber events, business networking functions, and industry meetings to build corporate relationships

## **Donor Pipeline Development (15% of time)**

- **Mid-Level Donor Advancement:** Work with CDP contractor to identify mid-level donors (\$250-\$999) ready for major gift cultivation
- **Database Management:** Maintain accurate donor records in fundraising database, including contact reports and giving history
- **Event Support:** Assist with donor cultivation events and recognition activities
- **Communications:** Collaborate on donor communications and recognition materials

## **Required Qualifications:**

1. **Bachelor's degree** in communications, business, nonprofit management, or related field
2. **Minimum 3-5 years experience** in major gift fundraising with demonstrated success securing gifts of \$1,000+
3. **Proven track record** of meeting or exceeding annual fundraising goals
4. **Strong written and verbal communication skills** with ability to make compelling cases for support
5. **Experience with donor database management** (preferably Rev CRM, Raiser's Edge or similar systems)
6. **Valid driver's license with clean driving record** and ability to travel extensively throughout Wyoming
7. **Ability to work flexible hours** including evenings and weekends for donor meetings and events
8. **Successfully pass background check** as condition of employment
9. **Preference for Riverton-based employee** with regular office presence, though hybrid arrangements may be considered for exceptional candidates

## **Preferred Qualifications:**

1. **CFRE (Certified Fund Raising Executive)** certification or willingness to pursue
2. **Experience with challenge/matching grant campaigns**
3. **Corporate sponsorship and underwriting experience**
4. **Knowledge of planned giving vehicles** (bequests, charitable trusts, etc.)
5. **Experience in public media or arts/culture fundraising**
6. **Familiarity with Wyoming donor landscape and networks**

## **Performance Expectations:**

### **Year 1 Goals:**

- Work with ED to secure \$500,000 in challenge grant matching funds
- Cultivate and solicit 50+ major gift prospects
- Secure \$100,000+ in new underwriting agreements and corporate partnerships
- Achieve overall fundraising goal of \$750,000+

## Ongoing Expectations:

- Maintain portfolio of 75-100 active major gift prospects
- Complete 8-12 face-to-face donor visits per month
- Achieve annual major gift goal of \$350,000-500,000
- Secure 3-5 new corporate underwriters/sponsors annually
- Build sustainable corporate partnership pipeline for long-term growth

## Compensation & Benefits:

**Salary Range:** \$45,000 - \$60,000 annually (DOE)

- Starting salary recommendation: \$50,000-\$55,000 for qualified candidate
- Performance-based increases tied to fundraising goals with opportunity for significant growth as position demonstrates ROI
- **5% bonus** on all new underwriting agreements and corporate sponsorships secured
- Comprehensive benefits package including health insurance, retirement contribution, and professional development opportunities
- Mileage reimbursement for extensive travel requirements
- Flexible work arrangements when not conducting donor visits

## Travel Requirements:

Position requires 40-60% travel throughout Wyoming for donor meetings, cultivation events, and prospect visits. Includes regular travel to Cheyenne, Casper, Jackson, Laramie, Sheridan and other communities statewide.

## How to Apply:

Send resume and cover letter to:

### **Judd Rogers**

Executive Director, Wyoming PBS Foundation

Email: [judd@wyomingpbs.org](mailto:judd@wyomingpbs.org)

Phone: 307-855-2367

**Seeking to fill by September 1, 2025. Position open until filled.**

---

*Wyoming PBS Foundation is committed to continually supporting, promoting, and building an inclusive and culturally diverse environment, and we encourage applications from female and minority candidates. The Foundation is an equal opportunity employer and does not discriminate in any employment practice on the basis of sex, age, race, creed, disability, or national origin.*