



**Posting Title: Donor Relations Officer**  
**Posting Date: March 1st, 2021**  
**Closing Date: March 23<sup>rd</sup>, or until filled**

**ABOUT THE YELLOWSTONE TO YUKON CONSERVATION INITIATIVE:** The Yellowstone to Yukon Conservation Initiative (Y2Y) is a joint Canada-US not-for-profit organization with a mission *to connect and protect habitat from Yellowstone to Yukon so people and nature thrive*. Y2Y takes a scientific approach to conservation and is upheld as a global leader in large landscape conservation. Y2Y was conceived in 1993, and has staff in Alberta, British Columbia, Montana and Idaho. Our staff are creative, knowledgeable and passionate about their work. Visit [www.y2y.net](http://www.y2y.net) to learn more.

**POSITION OVERVIEW:** The Donor Relations Officer will be a key new member of Y2Y's Canmore-based Development and Communications Team, working closely with a highly collaborative staff in a mission- and results-driven environment. They will primarily help to engage, steward and identify individual and family donors with the capacity to support Y2Y's conservation work at a mid-range level. This is a new full-time position to support a growing team and opportunities, reporting to the Donor Relations Manager.

**PRIMARY DUTIES AND RESPONSIBILITIES:** The Donor Relations Officer will undertake a range of activities to build authentic relationships with donors and prospective donors, inspire them about Y2Y's vital conservation programs, and provide them with the opportunities and encouragement to give gifts that will make a real impact on one of the world's last intact mountain ecosystems. This is a mid-level position that will both support senior staff, and manage a portfolio of donors/prospects.

Core activities include:

- Helping to identify, research and handle a portfolio of donors and prospects (largely individuals and families) who are giving, or have the capacity to give, primarily at the \$1k-\$10k level
- Creating individual goals and plans within that portfolio, focused on fulfilling the donor's interests and passions, and executing and modifying plans as appropriate
- Working with program and other Y2Y staff, advisors and partners to gain a deep understanding of our program work, and to package that information in creative and compelling ways, including proposals and presentations, for donors/prospects
- Building authentic relationships with donors through phone, face-to-face (in both Canada and the US) and written contact, including reporting back on the impact and spending of their gifts
- Coordinating and supporting events/outreach; arranging (including travel, materials) for visits
- Regularly recording, tracking and reporting on activities and results, including through databases
- Engaging with other staff and volunteers on activities and projects as required

**SKILLS AND QUALIFICATIONS:**

- Excellent relationship-building and communication skills (verbal and written)
- At least three-five years of fundraising/donor relations experience, preferably with high-value donors
- Proven proactivity, team-working, diplomacy, and professionalism, and a positive and solution-finding attitude
- First-rate organizational skills, including the ability to coordinate multiple tasks/projects to deadlines, while maintaining high levels of accuracy, and to reprioritize a busy workload as needed

- Strategic acumen and ability to translate strategy into actionable plans and implement
- Strong computer literacy (Word, Excel, Powerpoint, Outlook, Sharepoint), including formatting and basic formulas; knowledge of Canva, iWave, and Donor Perfect and/or other relational databases an advantage
- Self-starter who works well independently, but who is able to take direction, effectively communicate progress and work with people from diverse backgrounds, including a dispersed staff and volunteers, board members, donors and business leaders
- A passion for the Y2Y mission and landscape

**CONSIDERED AN ASSET:**

- Post-secondary education or equivalent of education and experience
- Understanding of planned gifts, Donor-Advised Funds, tax receipting and tax regulations for both Canada and the US
- An understanding of large landscape conservation or related environmental issues, and knowledge of the geography of the Yellowstone to Yukon region

**TERMS OF EMPLOYMENT:** This position will be based out of or have frequent travel to our Canmore office in the heart of the Canadian Rockies, with regular travel (when context safely permits) across the Y2Y region. Salary is commensurate with experience. Y2Y is an equal opportunity employer and we particularly welcome applicants with diverse backgrounds and experiences to apply.

**TO APPLY:** Applications by end of day **March 23rd, 2021**, or until position is filled. Initial phone interviews will commence end March/early April. Send by email to [simon@y2y.net](mailto:simon@y2y.net) a cover letter, resume and the names and contact information for three professional references (to be contacted post-interview).

Subject line: "Your Name" – Donor Relations Officer Application  
Attention of: Simon Ongom, Financial Controller

***Y2Y thanks all applicants for their interest, but only successful candidates will be contacted.***