

**PHEASANTS FOREVER AND QUAIL FOREVER**  
*The Habitat Organization*  
**JOB VACANCY ANNOUNCEMENT**

# Development Officer

**Southwestern United States**

**(Arizona, Nevada, New Mexico)**

**Application Closing Date:** September 15, 2024

**Anticipated Start Date:** November 2024

**Position Summary:**

A Pheasants Forever and Quail Forever Development Officer is responsible for advancing the organization's mission through the cultivation and acquisition of philanthropic support. The Development Officer's primary responsibility is to develop successful funding relationships that will help progress the organization's strategic priorities. This is accomplished by working in collaboration with other team members, volunteers, and partners to develop new private, corporate, foundation, and public funding relationships and strategic partnerships with the goal of accelerating mission accomplishments through delivery of strategic fundraising initiatives, growing organizational revenue, diversifying revenue streams, and generating additional funds. The primary responsibility is to increase philanthropy by expanding a donor-centered pipeline of major donors (\$10,000+), annual donors (\$10,000+), and leadership donors (\$100,000+).

**Responsibilities and Expectations:**

- Drive organization's strategic and science-based mission delivery priorities forward.
- Identify, qualify, cultivate, and solicit philanthropic support from donors, strategic partners, and other funders focused on \$10,000+ gifts.
- Build, manage, and maintain a portfolio of 125-150 high net-worth major gifts prospects and supporters.
- Work cross-functionally to execute and deliver Major Gift Fundraising Strategies.
- Identify and pursue foundations and corporate entities whose funding priorities are consistent with our mission.
- Actively lead and participate in partner and donor cultivation activities.
- Use CRM and other software for the purpose of managing relationships, scheduling appointments, engaging supporters, researching supporters, delivering events, and reporting expenses.

- Develop initiatives consistent with the organization's strategies that inspire new private, corporate, foundation, and government funding opportunities.
- Develop and maintain positive relationships with all team members and supporters.
- Assume other duties and responsibilities as assigned.
- Overnight travel involved using personal vehicle, rental vehicle, and commercial air.

**Minimum Qualifications:**

- A strong passion for Pheasants Forever and Quail Forever's mission.
- B.A. or B.S. degree or higher with significant relevant business development, fundraising, conservation delivery, partnership development, or commensurate sales experience.
- Strong fundraising skills preferred in the area of major gift cultivation, foundation appeals, grant writing, campaign fundraising, and planned giving.
- Experience cultivating, developing, securing, and stewarding successful philanthropic relationships.
- An energetic, well organized, and detail-oriented self-starter.
- Superior interpersonal and presentation skills and the ability to collaborate effectively.
- Superb written and oral communication skills with ability to convey the Pheasants Forever and Quail Forever mission.
- Demonstrated ability to lead and coach effectively.
- A minimum of three years of experience in successful fundraising, partnership development, and/or proven sales experience is preferred.

**Compensation and Location:** Starting salary of \$70,000-85,000 commensurate with experience and qualifications + benefits (see our benefits summary at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs)). This position's primary region will be the southwestern region of the United States including Arizona, California, Nevada, and New Mexico. This is a remote position, operating out of a home office, with a preferred location in or near the **Phoenix, Arizona or Tucson, Arizona** metropolitan area.

**To Apply:** Please combine your **cover letter, resume, and three references** into a single Word document or PDF file before clicking the blue 'Apply' button and then uploading to the "Resume" section of your application on our Recruitment website at: [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs).

**For more information:** Contact Jake Hanson, Director of Development, at (605) 880-1659.

*Pheasants Forever, Inc and Quail Forever is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with disability, or any other category that may be protected by law.*