



**Development Director and Donor Services** opening at our Corporate Office in Tucson, Arizona.

Please apply at [www.ccs-soaz.org/careers/detail/pima-county](http://www.ccs-soaz.org/careers/detail/pima-county)

Clients, staff, volunteers, donors... We're from many backgrounds and many walks of life, but we are all part of the Catholic Community Services of Southern Arizona family. Together, our work touches lives, every day, in great and small ways. While our services are many, our thread binds our work together. We help children, families, and individuals live with independence and dignity.

We are in search of a **Development Director** to join our Executive Team. Catholic Community Services of Southern Arizona (CCS) is a well-established community organization with brand recognition. Our new Development Director will lead our capital campaigns, offer fundraising insight and how-to knowledge for each program, and provide subject matter expertise on all things donor-related.

The ideal candidate enjoys being part of a team where their contributions are heard around the table. Our new Development Director will not only love what they do but have a passion for our Mission, Vision, and Valued Actions.

We desire a Master's degree, eight years of non-profit donor relations experience, and five years of progressive responsibilities in the development department.

In return, we offer a compensation package that is within market:

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|---------------------|-----------------------------|---------------|
| ▪ Comparable salary | ▪ Long Term Disability      | ▪ Vacation    |
| ▪ Medical Insurance | ▪ Life Insurance            | ▪ Sick Leave  |
| ▪ Dental Insurance  | ▪ Flexible Spending Account | ▪ 10 Holidays |
| ▪ Vision Insurance  | ▪ 403(b)                    |               |

### Sample Essential Functions

- Establishes and accomplishes the Development and Communication goals and objectives as outlined in the Strategic Plan for CCS and CCS Foundation
- Provides staff support to the CCS Foundation Board of Directors and all of its Committees, along with the Communication Committee of the CCS Board of Directors
- Establishes financial goals and a plan of action for development projects in the following areas: planned giving, leadership/major gifts, working poor tax credit, campaigns, and capital development
- Coordinates the work of volunteers, consultants, and Board Members to assist in the implementation of the plan of action for each development financial goal and each communication goal related to external communication
- Coordinates planned giving and other activities with community foundations such as the Catholic Foundation of the Diocese of Tucson for the benefit of Catholic Community Services
- Coordinates development activities including Special Events with the Executive Directors of each of the six corporate agencies in accordance with the Strategic Plan for CCS
- Conducts prospect research to ensure the organization has a financial pipeline for continued sustainability
- Develops and monitors the annual appeal in order to meet goals outlines in the Strategic Plan