



## JOB ANNOUNCEMENT

December 2020

**POSITION TITLE:** Development & Communications Manager

**DEPARTMENT:** Development

**REPORTS TO:** Development Director

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The Tucson Audubon Society inspires people to enjoy and protect birds through conservation, education, recreation, and restoration of the environment upon which we all depend. Serving Tucson and Southeast Arizona for 70+ years, Tucson Audubon continues to grow and increase its impact utilizing strategic and integrated communications. We are seeking a dynamic, dedicated, and authentic leader for a key management position in our Development Department.

Under the guidance and supervision of the Development Director, the Communications & Development Manager will have responsibility for:

- (1) Overseeing key processes and the donor database as a critical communications tool to support fundraising while growing and serving our community of supporters** with assistance from the Membership & Development Coordinator.
- (2) Ensuring strategic, high-quality communications at all levels** (annual appeals, quarterly magazine, weekly member emails, social media, and website) with assistance from the Communications Coordinator.
- (3) Supervising** the Communications Coordinator and Membership & Development Coordinator.

We are specifically seeking an individual with optimism, professional maturity, sophistication, and vision. **Strong writing skills** are essential. **Marketing and design experience** are highly desired. You must be a team player and enjoy collaboration. Assumption of duties will be progressive.

Tucson Audubon is an Equal Opportunity Employer. Our programs and employment are open to all. We value diversity and do not permit any discrimination against applicants, employees, or volunteers on the basis of race, ethnicity, national origin, gender, age, religion, sexual orientation, marital status, veteran status, medical condition, disability, or any other status protected by applicable law or statute in any of our policies or programs.

At Tucson Audubon, our commitment to Inclusion, Diversity, Equity, and Access (IDEA) goes beyond being in full compliance with employment law; Tucson Audubon actively cultivates a culture that embraces differences, with the commitment that everyone is a valued member of our team and is treated with respect and dignity. We intentionally work to foster a culture of inclusion with openness, honesty, visibility, creativity, and trust as core values.

People of color, women, members of the LGBTQ community, and veterans are strongly encouraged to apply.

### **Essential Duties and Functions:**

#### **(1) Overseeing key processes and the donor database as critical communications tool to support fundraising while growing and serving our community of supporters:**

- ensuring timely donor acknowledgements
- establishing and implementing data-entry procedures and best practices to ensure data consistency and quality
- continuously reviewing database maintenance and staying abreast of changes to database system
- overseeing reporting on development, membership, and related needs
- maintaining member level communications and cultivation efforts
- contributing to the design and oversight of related membership (and community) events
- increasing and upgrading membership numbers and income
- strengthening relationships with current members

#### **(2) Ensuring strong communications at all levels:**

- management and strategic quality control of all communications channels (including but not limited to the quarterly magazine, weekly member emails, social media, and website)
- development and management of fundraising campaigns including but not limited to annual appeals and Birdathon;
- collaboration with external design consultant and print shop
- setting financial goals, monitoring progress, contributing to final reports, and working closely with the finance department to review budgets
- maintaining a detailed schedule of the annual fund and membership activities that balances with other organizational goals and events.

#### **(3) Supervising the Communications Coordinator and Membership & Development Coordinator:**

- delegation of responsibilities as needed
- annual reviews and performance evaluations
- assistance with ensuring above positions are meeting goals and deadlines to further the mission of the organization

*Related Skills:* Strategic thinking, timeline-orientation, clear communication, strong writing skills, detail oriented, budgeting and spreadsheet knowledge, ability to facilitate teamwork among staff, knowledge of CRM database systems, and a proactive customer service attitude including responsive rapport with members.

#### **Other Responsibilities**

- Participate as requested in organization's Management Team and ability to communicate effectively within and across departments

- Manage own administrative/clerical tasks
- Participate in staff meetings, trainings, and other activities as directed
- Perform other duties as directed by supervisor

**Education, Experience, and Skills Preferred:**

- Bachelor's Degree with at least two years of relevant philanthropy/development experience (managing direct mail appeal and membership programs and donor communications)
- Proven experience in database entry, analysis, reporting and some project management
- Proficiency in Microsoft Office with a strong emphasis on Excel skills
- Preferred proficiency in Neon CRM Database
- Outstanding analytical, creative, and strategic thinking skills
- Demonstrated ability to manage a social media calendar across multiple platforms
- Ability to interact with stakeholders in manner that promotes affinity for the organization
- Ability to positively supervise staff including ability to lead, collaborate, and build consensus
- Ability to initiate and complete projects, be flexible, and work within a team environment
- Ability to prioritize appropriately when facing multiple responsibilities and tasks
- Strong communications skills, verbal and written, including strong writing skills (vocabulary, grammar, and punctuation)
- Strong interest in Environmental Conservation and, preferably wild birds; if no prior experience, then absolute commitment to learn conservation tenets and build strong knowledge of local bird life

**Salary Range:** \$40,000 - \$45,000

Interested applicants: Please apply through Indeed at <https://www.indeed.com/job/development-and-communications-manager-18db60f7546f9e3c>.