



DEVELOPMENT DIRECTOR POSITION DESCRIPTION

Title: Development Director
Department: Philanthropy & Communications
Reports to: Vice President of Philanthropy & Communications
Salary: \$53,000-56,000 to start, per year

Position Summary:

The Development Director works in partnership with the Vice President of Philanthropy & Communications and the Philanthropy & Communications team to support the mission and goals of the organization through effective leadership, coordination and implementation of the annual fund, related communications, donor relations and data management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee and direct the planning, implementation, administration, management and evaluation of fundraising campaigns that comprise the annual fund for the organization, including, but not limited to: year-end giving, giving days such as Giving Tuesday and Arizona Gives Day, sponsorship programs, solicitations, and fundraising events.
- Work collaboratively with the VP of Philanthropy & Communications to implement major donor and planned giving programs.
- Work with the VP of Philanthropy & Communications to develop and implement the organization's annual development plan, and to set and meet department goals and budget.
- Manage the agency's donor database (Bloomerang), including ensuring that its records are accurate and timely, running reports, conducting analysis and training other staff in its use.
- Track and analyze fundraising and donor related metrics, including but not limited to: progress toward fundraising goals, donor retention, success and ROI of various initiatives, etc.
- Prepare and manage budgets and provide progress reports to the VP of Philanthropy & Communications and relevant committees.
- Recruit, train and work with volunteers for events and other development activities.
- Work with other Philanthropy & Communications staff and outside vendors to conduct a comprehensive marketing and visibility program for fundraising campaigns and coordinate design and production of related materials.
- Create and update donor and fundraising related web and social media content.
- Oversee the creation of donor-centered collateral materials, including but not limited to the agency annual report, informational and solicitation materials for various fundraising campaigns and initiatives, thank you letters, receipts, etc.
- Research and identify funding prospects including individuals, foundations, and corporations.
- Provide staff support to relevant committees.
- Implement donor stewardship, cultivation and recognition activities.
- Enhance the visibility of PCOA by participating in community functions and associations.
- Stay current on trends in nonprofit development and aging.
- Maintain confidentiality.

OTHER DUTIES

- This job description is not designed to cover or contain a complete listing of activities, duties or responsibilities for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM QUALIFICATIONS

- Bachelor's degree, or education and experience commensurate with degree.
- Demonstrated experience managing successful special events including cost ratios and ROI.
- Nonprofit fund development experience with individuals, foundations, corporations, and annual campaigns.
- Proficiency in Bloomerang or similar donor management systems at an intermediate to advanced level.
- Proficiency in Microsoft Office suite at an intermediate to advanced level. InDesign background preferred.
- Successful fingerprint clearance and background check.
- Possession of a valid Arizona driver's license and current automobile insurance.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong commitment and enthusiasm for the mission and values of PCOA.
- Strong interpersonal skills with a high level of professionalism, sensitivity, and the ability to relate to a diverse community.
- Excellent organizational skills, strong project management skills and attention to detail required.
- Sets clear priorities related to the fund development plan and accomplishes tasks with little supervision.
- Strong and collaborative team player.
- Excellent communication skills, including writing, proof reading and speaking.
- Reasoning ability to define and analyze problems and offer constructive solutions.
- Ability to manage multiple tasks and make appropriate judgments and decisions.
- Outstanding customer service ethic and high expectations for quality.
- Proven success in meeting deadlines and working under pressure.

OTHER REQUIREMENTS

Direct duties will include occasional early morning, evening and weekend activities and periodic travel within Pima County.

WORKING ENVIRONMENT:

May work in an office environment, remotely from home, or a combination of the two. While performing the duties of this job, the employee is regularly required to walk, stand and occasionally climb or balance, stoop, kneel, crouch, crawl and reach with hands and arms. The employee must lift and/or move up to 20 pounds, occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. Hearing requirements include ability to listen and respond appropriately to conversations in person and over the phone.

To apply: email cover letter and resume to Lana Baldwin, Vice President of Philanthropy & Communications, at lbaldwin@pcoa.org or mail to 8467 E. Broadway Blvd, Tucson, AZ 85710.

PCOA reserves the right to modify, interpret or apply this position. This description in no way implies that these are the only duties and responsibilities to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise, the employment relationship remains "at-will". The position requirements are subject to change to reasonably accommodate qualified disabled individuals.