



## NOW HIRING

### Director of Development & Communications

TUCSON AUDUBON SOCIETY

Tucson, Arizona

TITLE: Director of Development and Communications

FLSA STATUS: Exempt, Full Time

REPORTS TO: Executive Director

MINIMUM EXPERIENCE: Senior Manager/Supervisor

COMPENSATION: \$54,000-\$60,000 Annual Salary DOE

**APPLY HERE:** <https://tucsonaudubonsociety.bamboohr.com/jobs/view.php?id=25>

**SUMMARY:** The Director of Development and Communications fosters a culture of philanthropy within Tucson Audubon Society (TAS) and leads staff and volunteers to institutionalize philanthropy and fund development. This position directs key areas of the organization's work, creating effective and engaging communications strategies that will advance TAS's mission within the community.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

##### Fund Development

- Directs, plans, and implements membership and fund development strategies in support of the organization's strategic direction.
- Develops and executes an annual fund development plan consistent with TAS's strategic plan and conducts regular analysis and reporting of fundraising progress.
- Cultivates and maintains strong relationships with the philanthropic community to support fundraising goals
- Identifies new funding sources including grants, and directs the grant application process.
- Collaborates with the Executive Director to develop donor cultivation and stewardship strategies including recruitment, engagement, retention, and recognition.
- Develops and maintains appropriate systems to fund development, including volunteer engagement, membership and donor management, research and donor cultivation, and gift processing.
- Maintains accountability and compliance standards for funding sources, ensuring all fundraising practices comply with State and Federal requirements.

- Acts in accordance with the Association of Fundraising Professionals Code of Ethics and promotes transparency between the organization and its supporters.
- Creates and ensures compliance with Development department policies and procedures.
- Engages TAS staff in donor cultivation and a philanthropic approach to work.
- Ensures the organization's culture, systems, and procedures support fund development.
- Oversees the database management, in collaboration with the Communications & Development Manager, ensuring membership and donor information is captured appropriately and kept secure.
- Oversees major fund development events, activities, and direct mail appeals.
- Oversees the membership and donor aspects of TAS events.

## **Communications**

- In collaboration with the Communication & Development Manager, develops and implements marketing and communications strategies for all TAS projects and programs.
- Provides direction, oversight, and support to Communications staff, ensuring all communication outlets are consistent with TAS Development objectives.
- Partners with TAS Directors to identify opportunities to connect the community to TAS conservation work and mission.

## **Administration**

- Staffs any ad hoc fund development committees under the Executive Director's oversight.
- Collaborates with the Finance Department and the Executive Director to develop and implement an annual Development and Communications budget.
- Attends Board Meetings as needed.
- Maintains knowledge of current best practices in fund development and communications.
- Identifies and tracks key metrics for a successful and growing development and communications area.

## **OTHER RESPONSIBILITIES**

- Supplies information for or writes articles for Tucson Audubon communications.
- Serves as a member of the TAS senior leadership team to help provide oversight and strategic direction to the organization.

## **SUPERVISORY RESPONSIBILITY**

This position provides direction, training, and feedback to the Development and Communications Manager and volunteers engaged in development and communications activities.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for those with disabilities.

- This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms.
- This job occasionally operates off-site and may require being actively involved with set up and take down of displays or items needed when executing fundraising activities, or may be involved with development events being held outside in various weather conditions or terrain exposures.

## **EDUCATION, EXPERIENCE, AND COMPETENCIES REQUIREMENTS**

- Bachelor's degree in a relevant field, required
- 5 years' work experience in fund development within a non-profit organization, required
- Experience supervising staff, required
- Thorough knowledge of membership and donor cultivation, and proven fund development success
- Ability to stay current with emerging fund development best practices
- Ability to think critically and have a vision for the organization as it relates to fund and membership development and communications
- Excellent organizational skills
- Excellent written and verbal communication skills
- Ability to work independently and with a small team of employees
- Ability to work with a diverse group of staff and volunteers
- Strong proficiency in internet use, e-mail, Microsoft Office, Google applications, and donor software
- An interest in birds, natural history, and wildlife conservation
- Valid Arizona Driver's License

- Ability to work some weekends or evenings and to occasionally adjust hours to accommodate the needs of the job

A combination of education and experience may be considered if it directly relates to the position and supports the ability to successfully perform the job.

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.

This job description is not designed to cover or contain a comprehensive listing of activities and details required for each duty listed above. Detailed work plans should be developed with the manager and designed around the duties listed above and should address program and organizational goals.

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