



INTERNATIONAL DARK-SKY ASSOCIATION

Job Announcement

Job Title: **Director of Development & Communications**

Reports to: Executive Director

Location: Tucson, AZ or Remote U.S.

Employment Status: Regular, Full-time, Exempt

International Dark-Sky Association (IDA) is the leading organization combating light pollution worldwide. IDA provides leadership, tools and resources for individuals, policymakers, and industry to reduce light pollution and promote responsible outdoor lighting that is beautiful, healthy, and functional. Our organization's primary office is located in Tucson, Arizona, but our impact now reaches 51 countries, with staff, board, members, advocates, and dark sky places in North America, East Asia, Europe, Latin America and the Caribbean, the Middle East, Africa, Oceania, and South Asia.

We envision the night sky, filled with stars, that is celebrated and protected around the world as a shared heritage benefiting all living things.

Position Summary: The primary purpose of the **Director of Development and Communications** is to plan, lead, organize and direct the activities related to fundraising and communications. This position work collaboratively with the Executive Director to determine overall fundraising strategy and supervises a team of IDA employees and external subcontractors including a Development Assistant, Communications Coordinator, graphic designer, grant writer and communications content developer.

Essential Responsibilities

1. PLANNING & BUDGETING:

- a) Develop and implement a results-driven plan for a comprehensive fund development and communications program that includes an annual fund, membership, donor management, cultivated/major gifts, planned gifts, direct mail appeals, grant management, constituent communications, electronic and print publications, social media, media relations, and other projects as necessary.
- b) In collaboration with the ED, set annual goals for fund development and communication; Meet or exceed annual fund development goals, assessing and adjusting strategies as needed; Manage within the parameters of the agency budget, and provide input on budget development and revisions;
- c) Establish, track and regularly report key indicators of the health and growth of the fund development and communications program to the ED and Board.

2. FUNDRAISING:

- a) Work with senior leadership team to identify new and existing opportunities to increase funding and expand IDA's messaging;

- b) Identify, cultivate and solicit potential donors to special projects and agency operations; Develop and implement cultivation and solicitation activities that will interest and engage prospects as well as existing individual donors and institutional funders;
- c) Staff the development responsibilities of the ED, which includes focusing and prioritizing the ED's development-related time and duties, scheduling meetings with donors, and partnering on meetings with donors;
- d) Ensure donors/funders are promptly acknowledged and thoughtfully stewarded;
- e) Develop and implement systems to ensure that all donor records are safely and accurately maintained in agency databases, and databases are used effectively to create reports that accurately reflect donor activity and performance;

3. BOARD ENGAGEMENT:

- a) Provide broad leadership and support for Board members to appropriately engage in fundraising and communication activities including staffing task groups or committees related to fund development and communication;

4. COMMUNICATIONS:

- a) Oversee, focus and regularly evaluate all communications strategies involving marketing, PR, media relations, website and other electronic media, and stakeholder communications;
- b) Determine communications purpose, content and messaging; Manage and ensure quality of all communications channels (including but not limited to the quarterly magazine, monthly e-newsletter, social media, and website);
- c) Work closely with program staff to ensure consistent and compelling messaging for all audiences.

5. MANAGEMENT:

- a) Provide supervision, training, coaching, planning and problem-solving assistance for all direct reports;
- b) Provide leadership in creating a positive, constructive and healthy work environment focused on learning and improvement;

6. Other duties as assigned.

Minimum Requirements

- Bachelor's degree required (Master's degree strongly preferred), plus five (5) years' related experience, including non-profit fund development and supervisory experience.

Desired Skills & Qualifications

- Passion for and interest in promoting the mission, vision and values of IDA;
- Demonstrated success in nonprofit fundraising including direct mail, membership programs, major 7 planned gifts, grant management and donor communications.

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- Strong communication and people skills. The ability to communicate effectively and respectfully on the phone and in person with donors, board members, volunteers, staff and the general public.
- Ability to be clear, concise and persuasive in written and verbal communications. Demonstrated ability to simplify complex themes and activities into short, compelling presentation or written piece.
- Experience in planning and budgeting, developing long term plans, setting objectives and tracking progress toward achieving objectives.
- Ability to analyze fundraising data and develop strategy accordingly.
- Strong organizational and time-management skills. Ability to prioritize and manage multiple projects and to meet deadlines.
- Ability to work under pressure and accommodate change. Personal initiative and a sense of humor.
- Ability to work independently and to exercise good judgment;
- Ability to build strong relationships internally and externally, and to work collaboratively;
- Aware of and sensitive to the diverse needs of our staff, clients and community;
- Flexible and adaptive. Strong work ethic and willingness to tackle administrative tasks ranging from data entry to direct solicitation.
- Ability to travel, domestically and internationally.
- Computer and technological skills necessary to write grant proposals and reports, maintain appropriate correspondence, develop program materials, understand financial statements, enter and retrieve and analyze information in a database or spreadsheet and utilize other technologies that support information sharing and communication.
- Experience using Constituent Relationship Management (CRM) software.

Compensation & Benefits

\$70,000 - \$80,000 depending on experience.

Competitive benefits and flexible work environment

To Apply:

Qualified applicants should submit a resume and cover letter through the [ZipRecruiter platform](#) or to hr@focushr.net.

Application reviewed as they are received.