

# Development and Operations Coordinator

Fundraising · Tucson, Arizona

## Sky Island Alliance is seeking a full time Development and Operations Coordinator

**Salary:** \$40,000 – \$45,000 DOE + benefits

**Location:** Tucson, Arizona

This position is open until filled and review of applications will begin February 21. To apply submit your resume and a cover letter in English explaining how your experiences and skills match this position [here](#).

*Sky Island Alliance provides employees with Medical, dental, and optical insurance coverage, generous vacation, health and wellness leave, paid holidays, flexible schedule, short- and long-term disability and life insurance.*

*Sky Island Alliance is committed to cultivating a culture that embraces differences. Our programs and employment are open to all, and international candidates are welcome to apply. U.S. citizenship is not required for employment—we are able to employ Mexican and Canadian citizens who are scientists through the NAFTA TN Visa program. We value diversity and do not permit any discrimination against applicants, employees, or volunteers on the basis of race, creed, color, religion, national origin, ancestry, gender, age, sexual orientation, citizenship, disability, ethnicity, marital status, familial status, gender identity, economic circumstances, and/or veteran status. For more information about our current work and the Sky Island Alliance team visit our website ([www.skyislandalliance.org](http://www.skyislandalliance.org)).*

## About Sky Island Alliance

Sky Island Alliance is the only organization dedicated to conserving the biodiversity of the Sky Islands through community science, stewardship, and advocacy. We work to ensure the Sky Islands are a place where nature thrives, where open space and clean water are available to all species, and where people feel connected to the beautiful place in which we live.

Sky Island Alliance is a close-knit team of ambitious, collaborative professionals. We are looking for someone excited grow and learn along with our Development team. We believe the most productive workplace is one in which employees are appreciated and supported, and where the organization is working on continually improving. The Development and Operations Coordinator will report to the Development Director and be a member of a small team implementing a development plan supporting organizational priorities. We are looking for someone who cares about their work, has a sense of humor, is self-directed and can create solutions from challenges. If you like data, details AND working with people, we'd love to talk to you about joining our team.

## Position Summary

The Development and Operations Coordinator supports the stewardship function of the Development and Operations programs of the Sky Island Alliance. Primary functions are

to ensure positive relationship-building with donors, maintain timely donation processing, donor acknowledgments, related data entry, research and with financial workflow tasks to support the organization. The Coordinator must be organized, detail oriented, able to demonstrate good judgement, maintain confidentiality, and compassionate professionalism in a diverse environment.

## General Description of Duties

- Manage timely donation processing from database entry to donor acknowledgment and supporting that process with associated data entry.
- Communicate directly with donors via email, phone, and mail with occasional direct donor solicitation (e.g. calling lapsed donors and asking them to renew their giving.)
- Support planning and implementation of digital and in-person events and mailing campaigns for donors.
- Ensure Sky Island Alliance is accurately represented in community giving campaigns (Arizona Gives Day) and national charity websites (GuideStar, Charity Navigator).
- Support fundraising calendar activities.
- Manage donor database – keep data up to date, maintain donor record accuracy following established guidelines for data entry as well as conduct periodic data management and updates.
- As needed, gather, record, and share prospect and donor information.
- Maintain inventory of fundraising/promotional materials
- Provide administrative support for development and finance department duties.
- Intake organizational invoices, bills, and requested payments from staff into QuickBooks.
- Support credit card receipt and reimbursement process.
- Support data gathering and filing activities for the annual audit.
- Potential to support grant administration across program areas.

## Core Competencies

We are seeking a candidate with potential and the following competencies, skills and knowledge:

- Understanding of the importance of positive donor relationships and philanthropy to the organization's ability to achieve its purpose.
- Comfort with data entry, database systems.
  - Experience or proficiency in eTapestry or similar nonprofit fundraising/donor management software a plus.
  - Experience with Excel databases and QuickBooks are a plus.
- Ability to maintain confidentiality, and trustworthiness in handling check processing and donor information.
- Ability to follow directions and complete assigned tasks in a timely and professional manner
- Ability to identify and articulate issues and ask for help when needed.
- Ability to comfortably interact and demonstrate cultural awareness in working with a diverse staff and public.
  - Spanish fluency a plus.

- Commitment to continuous improvement that values learning and to taking on new challenges.