



## Development Coordinator

### Position Description

The Development Coordinator will work closely with the Deputy Director, Content and Communications Director, and Director of Outreach to meet the resource development goals of Archaeology Southwest. The Development Coordinator is a key member of the team, with a concentration in successfully leading the annual fund, special events, and donor stewardship initiatives. This position will also be responsible for effective and efficient use of resources and the donor management system to measure and achieve development goals. They will be asked to think both strategically about the larger efforts of the department, along with performing highly detailed and creative work daily. This position also shares responsibility for maintaining the Archaeology Southwest website. The position offers the opportunity for professional growth and development.

### Primary Responsibilities

- Strategize and implement ways to increase donor numbers, retention, and/or gift amounts through promotions, campaigns, and/or events
- Plan and coordinate Archaeology Southwest cultivation events, including the Annual Members Meeting, the Fall Professionals Party, and Sunday Tea and Archaeology
- Write and regularly update donor communications – acknowledgements, appeals, email messages, etc.
- Design and send weekly, monthly, and intermittent email communications
- Serve as the first point-of-contact for questions from the public and our donors regarding donations and benefits (phone, in-person, email)
- Process gifts and acknowledgments
- Implement monthly renewal notices and fundraising appeals
- Keep the donor database (EveryAction) clean and up-to-date, maintain various email lists and overall database integrity
- Coordinate mailings of *Archaeology Southwest Magazine* and other materials as necessary
- Oversee maintenance and functionality of the website (shared/cross-trained with Director of Outreach)

### Key capabilities

- Minimum 4 years' experience in nonprofit development
- Must be highly organized and detail oriented
- Must be able to work independently and as part of the team
- Pleasant, outgoing, flexible personality, efficient phone manner, and good “people skills” are essential
- Must be able to communicate clearly and concisely both orally and in writing

- Familiarity and fluency with a personal computer system is a must, especially with databases and programs such as Microsoft Word, Excel, Access, Outlook, and Power Point
- Demonstrated interest in southwestern archaeology and historic preservation is preferred. While not required, academic training in anthropology or archaeology is a plus.

### **Position details**

- Full-time salaried (\$48,000 to \$52,000)
- Exempt from overtime pay requirements
- Eligible for full benefits
- In-person work required, some remote work/flexible hours available
- Reports to Deputy Director
- Must have a valid driver's license and be willing to drive to off-site events. Some out-of-town travel may be required.
- Must be willing to work flexible hours, including some weekend and evening hours
- The Development Coordinator regularly uses a computer/phone and spends some time standing and working outside. Must be able to maneuver, lift, and carry materials, packages, and supplies up to 25 pounds.
- Must be fully vaccinated against Covid-19 and follow related office protocols (masks are currently required in the office)

### **Non-discrimination Statement**

*It is the policy of Archaeology Southwest to consider all applicants for employment and all employees for placement, development programs, job assignments, transfers, promotions, and any other status change without regard to race, color, religion, sexual orientation, age, national origin, ancestry, gender, disability, citizenship, ethnicity, marital status, familial status, gender identity, economic circumstances, and/or veteran status. This policy equally applies to all volunteer opportunities and to the delivery of Archaeology Southwest programs and services.*

### **To apply, submit cover letter and resume to:**

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