



INTERNATIONAL DARK-SKY ASSOCIATION

Job Announcement

Job Title: **Development Operations Manager**

Reports to: Director of Development

Location: Tucson, AZ

Employment Status: Regular, Full-time, Exempt

The 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 in Tucson, Arizona, but our impact is worldwide.

*We envision the night sky,
filled with stars, celebrated
and protected worldwide as a
shared heritage benefitting all
living things.*

Position Summary: The primary purpose of the **Development Operations Manager** is to fulfill the mission of IDA as a member of the Development and Communications team. They help implement a growth strategy for increased revenue, support the growth of the major and principal donor program, and manage relationships with IDA's mid-level donors.

The Development Operations Manager supports the Executive Director in fulfilling his responsibilities in the Major and Principal Donor program, suggesting cultivation and stewardship strategies, providing engagement opportunities, developing giving reports, and analyzing giving and engagement patterns.

Essential Responsibilities

1. *Development Cultivation, Stewardship, and Solicitation.*
 - a. Responsible for stewardship of mid-level donor and major/principal donor programs and supports stewardship of legacy donors, foundations, and corporate giving programs.
 - b. Develops and executes annual cultivation and stewardship activities calendar.
 - c. Develops marketing collateral and IDA program materials and activities to support timely communication with donors, foundations, and prospects.
 - d. Works with the marketing communications team to ensure the website has timely information relevant to annual fundraising drives and development activities.
 - e. Updates and maintains donor records in the database, including interests, engagement activities, and research, in a timely fashion.
 - f. Assists with the production of donor events.
 - g. Suggests strategies for annual fund donor upgrades and donor outreach communications, including drafting emails and phone calls.
 - h. Provides prospect research on new donors to colleagues to prioritize cultivation strategies.
 - i. Responsible for mid-level donor portfolio.
2. *Members Services.*

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- a. Collaborates with Membership Director on IDA member engagement strategies to enhance member satisfaction, focusing on mid-level, major donor, and principal donors.
- b. Cross-trains in gift acknowledgment, data entry, and donor report production to provide team backup and support as needed.

3. *Family Foundations.*

- a. Responsible for growing a Family Foundation fundraising program by developing an achievable family foundation fundraising plan in collaboration with the Development Director.
- b. Identifies potential family foundation funding, provides research, and drafts Letters of Inquiry under the guidance of the Director of Development.

Minimum Requirements

- Bachelor's degree required, plus three (3) years of related experience, including non-profit fund development in education, environmental, or conservation-focused organizations.

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, annual fund, grant management, and donor communications.
- Strong communication skills. Communicate effectively and respectfully with donors, board members, volunteers, staff, and the general public.
- Ability to analyze fundraising data and develop strategies to increase giving and retention.
- Strong organizational and time-management skills. Ability to prioritize and manage multiple projects and meet deadlines.
- Ability to work under pressure and accommodate change. Personal initiative and a sense of humor.
- Ability to work independently and exercise sound judgment;
- Ability to build solid relationships 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.
- Experience using Constituent Relationship Management (CRM) software.
- Experience in environmental, education, or conservation-focused organizations is beneficial.

Compensation & Benefits

\$58,300 depending on experience.

Competitive benefits and flexible work environment

To Apply:

Qualified applicants should apply online at this [link](#) and include a cover letter either as an attachment or in the message. Application reviewed as they are received.