



8467 E. Broadway | Tucson, AZ 85710 | Ph: 520.790.7573 x5084 | hr@pcoa.org

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<b>Title:</b>	Vice President of Philanthropy & Communications
<b>Reports To:</b>	President/CEO
<b>Purpose:</b>	Under administrative direction from the President & CEO, this position directs the philanthropy and communications efforts for the PCOA family of nonprofit companies through securing funds, managing contracts, and increasing public awareness of the organization’s mission, core values, programs, and needs.
<b>Supervises:</b>	Supervises work of others, including planning, assigning, scheduling, and reviewing work, and ensuring quality standards. Is responsible for hiring, terminating, training, and developing, reviewing performance, and administering corrective action plans for staff. Plans organizational structure and job content.
<b>Category:</b>	Regular, Full-time; Exempt, Salary
<b>Compensation:</b>	Grade 10; \$85,000-\$95,000 per year
<b>Schedule:</b>	37.5 hours weekly, primarily Monday-Friday, 8:30am – 5:00pm.
<b>Post of Duty &amp; Travel:</b>	This position is located at the Lupu Building (8467 East Broadway, Tucson AZ 85710). Some remote work available. Some travel is required between PCOA locations.

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### **Our Commitment to Equal Employment Opportunity:**

*At [Pima Council on Aging](#), we don’t just accept differences – their importance is one of our key values. We are committed to building a team that serves the community by representing a variety of backgrounds, perspectives, skills, and abilities. As an equal opportunity employer, we support diversity, foster equity, and are committed to creating an inclusive and accessible environment for all.*

### **Major Duties & Responsibilities:**

- Develop and implement an annual fund development plan to secure funding sources and revenue for the organization. (Very Frequently - 25%)
- Create and implement a comprehensive marketing, communications, and public relations plan to enhance the organization's public image. (Very Frequently - 35%)
- Develop and maintain an infrastructure for managing agency contracts. (Very Frequently - 10%)
- Serve as a member of the agency's Executive Management Team, providing strategic guidance and leadership. (Very Frequently - 20%)
- Hire, supervise, train, coach, and mentor department team members. (Frequently - 10%)



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### **Qualifications:**

An equivalent combination of education and experience related to the position may be considered.

- Bachelor's Degree in Communications, Business Administration, Non-profit Management, or a closely related field.
- Seven (7) years experience with non-profit fundraising, communications, marketing, and public relations.
- Five (5) years experience directing the work of a team of professional staff.
- Three (3) years experience as part of an executive team.

### **Additional Qualifications:**

- Certified Fundraising Executive (CFRE) preferred.
- Possession of a valid Arizona driver's license, current automobile insurance, and reliable transportation.
- Ability to successfully obtain and maintain AZ Level 1 fingerprint clearance and Central Registry background clearance.

### **Knowledge, Skills, and Abilities:**

- Extensive knowledge of ethical fundraising principles and techniques.
- Extensive knowledge of marketing and communication principles and techniques.
- Ability to effectively communicate with, receive information from, and convey information to others.
- Ability to identify problems, evaluate alternatives, and implement effective solutions.
- Ability to plan, organize, and direct department activities and/or business functions to establish department goals and objectives that support the strategic plan.
- Excellent business acumen, including principles involved in strategic planning, resource allocation, and program/operations management within a non-profit setting.
- Excellent leadership skills including the ability to effectively manage a multidisciplinary team.
- Strong interpersonal skills, including the ability to professionally represent the organization at an executive level and lead diverse populations including staff, clients, and providers.
- Understanding of, and demonstrated commitment to, the vision, mission, and values of Pima Council on Aging.

### **Physical & Environmental Factors:**

- This position works in an office environment with low noise level due mostly to office equipment.
- This position occasionally works remotely and should be able to maintain quiet, confidential space with appropriate internet connectivity to accomplish duties.



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- While performing the duties of this job, the employee is regularly required to walk, stand, and occasionally climb or balance, squat, stoop, twist, turn, push, pull, kneel, crouch, crawl and reach with hands and arms.
- This position occasionally must lift and or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.
- Hearing requirements include ability to listen and respond appropriately to conversations in person, virtually, and over the phone.

*PCOA reserves the right to modify and interpret this position description. This description in no way implies that these are the only duties and responsibilities to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise; the employment relationship remains "at-will." The position requirements are subject to change to reasonably accommodate qualified disabled individuals.*

**I have reviewed this document and discussed the contents with my supervisor.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_