



**PimaCare**  
at Home  
*In-Home Care by PCOA*



**CareGiver**  
Training Institute  
*Healthcare Education by PCOA*

## **POSITION ANNOUNCEMENT**

### **Development Director**

#### **Pima Council on Aging**

Pima Council on Aging's mission is to promote dignity and respect for aging, and to advocate for independence in the lives of Pima County's older adults and their families. We are Pima County's leading experts on aging well, advocacy, and unbiased information for older adults and their families. Founded in 1967, PCOA was among the first aging services organizations in the nation. We are passionate about improving the experience of aging in our community.

Over more than five decades of service to Pima County's communities, we have developed an unparalleled network of service partners and programs and older adults. This allows us to continually find new ways to serve our community through direct services and partnerships. We strive to be inclusive, innovative, and integrated into the fabric of our community. The agency budget of \$17M, which includes Caregiver Training Institute and Pima Care at Home (members of the PCOA family of nonprofit agencies), is comprised of national, state, and local government contracts; grants, contributions, and gifts; program fees; and special event revenues.

#### **Purpose**

Under the administrative direction of the VP of Philanthropy and Communications, the Development Director organizes, leads, and implements the fund development plan through relationship building and information management regarding corporate and individual donors and foundations; assisting with communication to potential and current funders, and coordinating the gala and other donor events. The position supervises the development assistant.

The Development Director is a full-time, salaried position, located at the Lupu Building at 8467 East Broadway in Tucson, Arizona; hours are 37.5 weekly, primarily Monday-Friday, 8:30am – 5:00pm; occasional evenings and weekends, with some remote work available. Travel is required between PCOA locations.

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

- Direct the planning, implementation, administration, management, and evaluation of fund development strategies to meet fundraising goals of the organization.
- Create and distribute donor-centered collateral, including the agency annual report, informational and solicitation materials, acknowledgements, and other agency reports.
- Develop and maintain strong relationships with stakeholders, funders, donors, and community partners.
- Manage the agency's donor database (Bloomerang), including ensuring that records are accurate and timely, running reports, conducting analysis, and training other staff in its use.
- Track and analyze fundraising and donor-related metrics, including progress toward fundraising goals, donor retention, success, and ROI of various initiatives.
- Plan and execute annual Gala and other donor events.

## Qualifications

An equivalent combination of education and experience will be considered.

- Bachelor's degree in Business or Public Administration, Communications, Public Relations, or a closely related field.
- At least four (4) years' experience in fundraising, including planning, implementation, and management.
- At least four (4) years' experience in donor engagement and communication.
- Must have reliable transportation.
- Must successfully obtain and maintain AZ Level 1 Fingerprint Clearance and Central Registry background clearance.

## Knowledge, Skills, and Abilities

- Knowledge of ethical fundraising, marketing and communication principles and techniques.
- Excellent written and verbal communication skills.
- Experience in planning, organizing, and directing fundraising activities in support of a fund development plan.
- Understanding of programming and operations within a non-profit setting.
- Strong interpersonal skills, including the ability to professionally represent the organization with diverse populations of staff, volunteers, and donors.
- Proficiency in the use of CRM (customer relationship management) software, video conferencing platforms, and widely used application software.
- Understanding of, and commitment to, the vision, mission, and values of Pima Council on Aging.

## Compensation and Benefits

Salary range is \$60-65K, based on skills and experience.

*PCOA offers a comprehensive benefits package, including:*

- Health Insurance (PPO and HSA) dental, vision, and voluntary life and AD&D insurance options, as well as long- and short-term disability are available.
- 12 paid holidays, 21 days of vacation and 15.5 days of sick leave.
- Employees are immediately eligible to contribute and are vested in a 401K plan upon hire.
- Reimbursement for professional development and for obtaining required credentials.

## 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.*



## To Apply

No one candidate will encompass all the ideal attributes. Please submit a resume and a cover letter that describes how your skills, experience, and education align with the key job responsibilities through Indeed by following [this link](#).

Files may be in MS Word or PDF format. All applicants will receive confirmation of receipt of their application and requests for further information, if needed. No phone calls please.

Position open until filled. Questions may be directed to Rossetti Consulting Group at [rossetti@dakotacom.net](mailto:rossetti@dakotacom.net).