



POSITION ANNOUNCEMENT

Vice President, Philanthropy and Communications

Pima Council on Aging

Pima Council on Aging's mission is to promote dignity and respect for aging, and 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 administrative direction of the President & CEO, the VP of Philanthropy and Communications 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. The position directly supervises six staff members and oversees a team of eight.

The VP of Philanthropy and Communications 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

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



PimaCare
at Home
In-Home Care by PCOA



CareGiver
Training Institute
Healthcare Education by PCOA

Qualifications

- An equivalent combination of education and experience related to the position will 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.
- Successfully obtain and maintain AZ Level 1 fingerprint clearance and Central Registry background clearance.
- Valid Arizona driver's license, current automobile insurance, and reliable transportation.

Knowledge, Skills, and Abilities

- Extensive knowledge of ethical fundraising, marketing, and communication principles and techniques.
- Excellent written and verbal communication skills.
- Ability to identify problems, evaluate alternatives, and implement effective solutions.
- Experience in planning, organizing, and directing 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.
- Top notch 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 interact 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 \$85-\$95K, 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.



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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.