

JOB ANNOUNCEMENT

Title: Director of Development

Location: Tucson, AZ. Some travel required.

Salary Rate: \$65,000 to \$70,000 per year

Classification: Exempt. Some evening and weekend work required.

Start Date: Immediately

Position open until filled

Benefits: Paid Time Off (200 hours with additional hours each year), health insurance, free employee vision plan, optional dental plan (50% subsidized), 401k plan with 20% employer match, life insurance, short term and long term disability insurance, annual professional development budget

Archaeology Southwest:

Founded in 1989, Archaeology Southwest is a private 501(c)(3) nonprofit organization based in Tucson, Arizona, on the homelands of the Tohono O'odham and the Pascua Yaqui. We practice Preservation Archaeology, a holistic and conservation-based approach to exploring and protecting heritage places while also honoring the diverse values these places hold for people. We are committed to real and ongoing collaboration with Tribes in all areas of our work. In our workplace and activities, we strive for inclusion across race, gender, age, religion, and identity. For more information, please visit www.archaeologysouthwest.org.

Position Description:

Reporting to the President & CEO, the Director of Development serves as a key leadership team member and is an active participant in making strategic decisions affecting Archaeology Southwest. In partnership with the President & CEO, this position is responsible for all fundraising and development activities. The successful candidate will help forge new relationships to build Archaeology Southwest's visibility, impact, and financial resources.

The Director of Development is responsible for the oversight and management of all of Archaeology Southwest's annual contributed revenue. This includes the solicitation of major gifts, foundation grants, annual appeals, special campaigns, and planned giving. The Director of Development works closely with the President & CEO as a representative of Archaeology Southwest in the community and is responsible for maintaining a strong and engaged dialogue with the Board of Directors. The Director of Development supervises the Development Coordinator, who has day-to-day responsibility for the organization's donor database (EveryAction) and membership program/annual fund.

Major Duties & Responsibilities:

- Direct the planning, implementation, administration, management, and evaluation of fund development strategies to meet fundraising goals of the organization, including:
 - Identify and secure donations from individuals, foundations, and corporations
 - Collaborate with program staff on research grant proposals
 - Identify prospects and develop new relationships with those who have capacity and propensity to give
 - Conduct and/or coordinate a major gift solicitation program with President & CEO and board members

- Plan and execute donor events
- Create and distribute donor-centered collateral, including informational and solicitation materials, acknowledgements, and other reports
- In coordination with the President & CEO, work with the Board of Directors by attending quarterly meetings, participating in board committees and other board-related tasks
- Develop and maintain strong relationships with stakeholders, funders, donors, and community partners
- Track and analyze fundraising and donor-related metrics, including progress toward fundraising goals, donor retention, success, and ROI of various initiatives
- Supervise the Development Coordinator

Qualifications and Skills:

- Bachelor's degree. Equivalent combination of education and experience will be considered.
- Seven years or more successful experience in advanced donor development and fundraising
- Successful experience in grant and proposal writing
- Excellent written and oral communication skills and an ability to convey Archaeology Southwest messages across a range of audiences
- Ability to work independently and as part of the team
- Strong leadership skills with an ability to connect and communicate with a wide range of communities and individuals – a “people person”
- Proven ability to manage multiple projects and assignments and meet deadlines
- Understanding of, and commitment to, the vision, mission, and values of Archaeology Southwest

Archaeology Southwest is an Equal Opportunity Employer and will consider all applicants for employment and all employees for placement, job assignments, transfers, promotions, and any other status change without regard to race, color, religion, creed, gender, gender expression, age, national origin, ancestry, disability, marital status, sexual orientation, economic circumstances, criminal convictions, or military status.

To apply, submit cover letter and resume to:

Linda Pierce, Deputy Director
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