



Patronato San Xavier was established in 1974 by a group of concerned citizens to steward the preservation of Mission San Xavier, an active Catholic Church and the oldest European inspired building in Arizona. The Patronato funds and directs ethical conservation of the Mission buildings (that date to three distinct historic periods), conducts scientific conservation research, and conveys the significance through its docent program of Mission San Xavier del Bac, a National Historic Landmark, in the community of Wa:k, part of the Tohono O'odham Nation.

**Position: Development & Community Engagement Coordinator**

**Program: Fund Development**

**Location: Tucson**

**Reports to: Executive Director**

**On-site/Remote: Primarily on-site**

**FLSA Status: Full Time / Exempt**

The Development and Community Engagement Coordinator supports donor relations, plans and orchestrates internal and external events, and manages communication and outreach efforts to maximize mission advancement. In this role, the individual will work with the Executive Director to manage donor relations functions and build and execute an events strategy and communication plan.

**ESSENTIAL FUNCTIONS** –*Not intended to be a complete list of duties. The organization may assign additional duties as necessary.*

- Develops, executes, and evaluates an annual comprehensive development and communications plan, in collaboration with the Executive Director, with targeted goals, objectives, timelines and outcomes that achieve budgeted goals.
- Supports the planning and execution of the December fundraiser; Patronato's Christmas at San Xavier, working closely with Board Representatives and the committee responsible for managing the annual event.
- Creates one to two impactful events per year to inspire staff, donors, and volunteers to participate in these opportunities and to improve fund raising efforts.

- Serves as liaison to the Board for development initiatives and donor relationships; works closely with the Executive Director to submit regular reports to the Board on development activities and progress.
- Responsible for prospect research, initial contact with potential donors, developing appropriate cultivation strategies, maintaining stewardship contact with donors, along with oversight and maintenance of the Donorperfect donor record management system, including data analysis and reporting.
- Serves as a member of the marketing team and monitors, responds to and distributes outgoing public communications - web forms, press releases, interview requests.
- Manages social media posts, collects, and reports related analytics, creates E-blasts and gathers program success stories for publication.
- Writes fund development verbiage for brochures, direct mail pieces, event announcements, and donor cultivation, solicitation, and donation acknowledgment materials.
- Researches corporate giving opportunities on a regular basis and implements viable prospects, in consultation with the Executive Director.
- Provides administrative support to the Docent Program, including but not limited to quarterly meetings and docent training.

#### **OTHER FUNCTIONS (NON-ESSENTIAL)**

- Fosters a culture of philanthropy, networks in the community, and speaks to groups to enhance the image and position of PSX.
- Proposes new ideas to improve fund raising efforts.
- Participates in special projects and events as assigned.

#### **QUALIFICATIONS – Education and Relevant Work Experience**

- Bachelor's Degree in a relevant field
- Two years of experience in fundraising and donor relations

#### **Knowledge, Skills, and Expertise:**

- Demonstrated ability to identify opportunities, relationships, and partnerships for new/increased revenue generation and to work collaboratively throughout the organization to bring opportunities to fruition.
- Proficiency in both written and verbal presentations, as well as the ability to interact successfully with senior management, board of directors, donors, and community influencers.
- Experience working with an advisory or fundraising committees in a liaison capacity is preferred
- Proven organizational skills with ability to manage multiple project and deadlines independently with limited supervision.

- Proficiency in Microsoft applications and donor databases. DonorPerfect experience preferred

### **Compensation**

Salary Range DOE: \$39,500- \$49,000 K. Includes Health Dental benefits and paid leave.

### **Other Conditions of Hire:**

- Successfully complete a criminal background check.
- Possess a valid Arizona driver's license, have access to a vehicle, and meet agency liability insurance requirements.
- Must sign and adhere to a Non-Disclosure Agreement and a Conflict of Interest form.
- Must be willing to work occasional evening and/or weekend hours and must attend required agency, program/department, and donor meetings and events.
- Must adhere to the Association of Fundraising Professionals (AFP) standards and ethics.
- Must maintain a functional and safe home working space with adequate internet connection for the job.
- Must adhere to the schedule agreed upon with the supervisor.
- Provide proof of COVID-19 vaccination prior to date of hire is required.

### **WORK ENVIRONMENT**

- Sitting for extended periods of time daily; standing and walking short distances.
- Moderate twisting, bending, stooping, and lifting up to 40 pounds in the performance of assigned duties.
- Ability to use a variety of office equipment and machines as referenced.
- The nature of the position involves a fast-paced working environment with multitasking of many different duties and tasks. General daily priorities may change at a moment's notice and the position requires quick response time and flexibility.

To apply, please send a cover letter along with a resume to [miles@PatronatoSanXavier.org](mailto:miles@PatronatoSanXavier.org)