



Archaeology Southwest (ASW) seeks a dynamic major-gift fundraiser to join our team and lead our philanthropy efforts. If you are a curious, lifelong learner with a sense of place, appetite for adventure, and a desire to ensure that heritage places and ancestral landscapes are better stewarded and protected, you will be a great fit with our small but mighty team!

ABOUT THE ORGANIZATION

Founded in 1989, Archaeology Southwest is a nonprofit organization based in Tucson, Arizona, on the homelands of the Tohono O'odham Nation and the Pascua Yaqui Tribe. We are privileged to work across the US Southwest and into northwestern Mexico on the Lands and Territories of many Indigenous Tribes and descendant communities.

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 gather information, help make it accessible and understandable, share it with the public and decision-makers, advocate for landscape-scale protection, and co-steward heritage preserves with people who share interests in their conservation.

Archaeology Southwest currently operates with an annual budget of about \$3M and fewer than 30 professional staff. We partner with researchers and institutions throughout the Southwest and are renowned for our future-focused approach to archaeology.

ABOUT THE POSITION

Reporting to the President & CEO, the Director of Development serves as a key senior leadership team member and is an active participant in making strategic decisions affecting Archaeology Southwest. In partnership with the President & CEO, the Director of Development is responsible for all fundraising and development activities.

The Director of Development is responsible for the oversight and management of all of Archaeology Southwest's annual contributed revenue, currently totaling about 25% of the annual budget. 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 and Marketing Manager, who has day-to-day responsibility for the organization's donor database (EveryAction) and membership program/annual fund.

Fundraising Responsibilities:

- Direct the planning, implementation, administration, and evaluation of fund development strategies to meet fundraising goals of the organization, including:
 - Conduct and/or coordinate a major gift solicitation program with President & CEO and board members;

- Identify and secure donations from individuals, foundations, and corporations;
- Identify prospects and develop new relationships with those who have capacity and propensity to give;
- Plan and execute donor stewardship and fundraising events;
- Collaborate with program staff on research grant proposals;
- Create and distribute donor-centered collateral, including informational and solicitation materials, acknowledgements, and other reports;
- Develop and maintain strong relationships with stakeholders, funders, donors, and community partners;
- Oversee integrity of donor data including tracking and analyzing fundraising and donor-related metrics, progress toward fundraising goals, donor retention, success, and ROI of various initiatives.

Supervisory Responsibilities:

- Oversee the day-to-day activities of the Philanthropy department, including budgeting, planning, and staff development;
- Recruit and manage a Philanthropy team (currently the Development & Marketing Manager) to support the development and execution of fund development strategies;
- Mentor and develop team staff using a supportive and collaborative approach on a consistent basis;
- Establish and monitor team staff performance and goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments.

Other Responsibilities

- In coordination with the President & CEO, work as a liaison with the Board of Directors, helping plan for and attending quarterly meetings, participating in board committees, and leading other efforts to promote board engagement;
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.

QUALIFICATIONS AND SKILLS:

- Bachelor's degree, or the equivalent combination of education and experience
- Five years or more successful experience in donor development and fundraising
- Demonstrated experience with major and planned gift cultivation, solicitation and stewardship
- Planning and executing successful stewardship and fundraising events
- Excellent written and oral communication skills and an ability to convey Archaeology Southwest's messages across a range of audiences
- Successful experience in grant and proposal writing
- 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
- Demonstrate an enthusiasm for and genuine interest in learning about the work and programs of Archaeology Southwest, and a commitment to our vision, mission, and values

COMPENSATION & BENEFITS

The Director of Development is a full-time position based in Tucson, Arizona. The salary is \$75,000–\$85,000/year. A full benefits package is offered, including employer-paid group life insurance, short and long-term disability, 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, and an annual professional development budget.

APPLICATION PROCESS

Archaeology Southwest has retained the services of Alexander | Carrillo Consulting to lead the search for this position.

1. Interested candidates must apply through [Indeed](#). Please submit a resume and cover letter. Applicants will be directed to take two brief online assessments.
2. Applications will be reviewed as they are received. Apply by November 15, 2024, to ensure consideration.
3. Highly qualified candidates will be invited to participate in a phone screening interview in early to mid-November, followed by a Zoom interview on November 19 or 20 with the Search Committee. Finalist/s will be invited to Tucson for a site visit and in-person interview the week of December 9. We hope to extend an offer to our selected candidate by December 15, 2024.

EEO STATEMENT

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.

ABOUT TUCSON

Tucson's remarkable weather, national parks and forests, and desert provide an idyllic environment for a multitude of outdoor activities. There are 286 days of sunshine a year and mountain ranges in all directions, making it 5 to 10 degrees cooler than Phoenix in the summer. Tucson has an impressive food scene—it was the first city to earn the designation of World City of Gastronomy by the United Nations Educational, Scientific, and Cultural Organization (UNESCO). The city's rich history also shows in our turn-of-the-century architecture, beautiful historic neighborhoods, and museums/galleries featuring work by world-renowned artists. Our offices in a historic building downtown are an easy walk from many restaurants, concert venues, and other public spaces and close to the city's network of cycling paths. We are also close to the University of Arizona, which has its own share of museums and attractions. The neighborhoods in Tucson are diverse and ever-changing. Tucson and the surrounding communities observe low-light pollution rules, meaning evenings are crystal clear and you can see the stars clearly from your own backyard. The small-town feel allows for a low-stress, laid-back lifestyle.