



# DarkSky

**DarkSky International**

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[www.darksky.org](http://www.darksky.org)

## Job description

DarkSky International seeks a detail-oriented and proactive Development Manager to support our fundraising and stewardship efforts. Reporting to the Chief Development Officer, this full-time role drives annual giving and corporate fundraising efforts, expands donor engagement, and supports the growth of DarkSky's membership program. The position plays a critical role in meeting revenue goals, implementing donor stewardship strategies, and ensuring seamless collaboration across development functions. Are you a collaborative problem-solver with excellent communication skills and a passion for advancing philanthropic efforts that drive environmental change? Help us protect the night sky and make a lasting impact through strategic engagement, compelling storytelling, and community-building.

**PLEASE APPLY USING INDEED:**

[https://www.indeed.com/viewjob?jk=bd6174fbae13a331&from=shareddesktop\\_copy](https://www.indeed.com/viewjob?jk=bd6174fbae13a331&from=shareddesktop_copy)

**APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.**

**Job Type:** Full-time

**Pay:** \$76,730 - \$85,260 per year

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

**Schedule:**

- Monday to Friday

**Work Location:** In person, Tucson

## **ABOUT DARKSKY INTERNATIONAL**

DarkSky International is a leading nonprofit dedicated to restoring the nighttime environment and protecting communities from the harmful effects of light pollution through outreach, advocacy, and conservation. Our flagship initiatives, including the International Dark Sky Places and DarkSky Approved Lighting programs, along with our other programs, preserve natural darkness, safeguard human health, sustain critical wildlife habitat, and enhance the well-being of our shared communities.

DarkSky supports a global network of advocates, delegates, and chapters to develop and implement effective lighting policies at local and regional levels and to grow awareness about light pollution through monthly events and the production and distribution of outreach materials. With over 240 certified International Dark Sky Places, 90 chapters, and thousands of dedicated members and supporters worldwide, DarkSky International is a globally recognized leader and a trusted environmental nonprofit implementing proven solutions to protect the night.

## **ABOUT THE POSITION**

Reporting to the Chief Development Officer, the Development Manager is an essential member of the development and communications team responsible for growing the number of DarkSky annual giving opportunities. At DarkSky, all donors are members of our organization. Specifically, the Development Manager is responsible for donor giving at the general membership level (currently defined as <\$1,000 annually) but may include activities relating to all tiers of membership. They serve as the organization's primary interface with members and ensure that the membership experience is welcoming, supportive, educational, and engaging.

## **KEY RESPONSIBILITIES**

### **Fundraising (70%)**

- Plan, manage, and grow DarkSky's membership program so members feel supported and informed about DarkSky's work, membership is growing, and revenue goals are met.
- Develop and implement strategies to meet revenue goals, improve member retention, expand member engagement, and increase the number of donors.
- Plan and execute individual solicitation efforts, including direct response and online giving, acquisition, renewal, lapsed, and special appeals.
- Plan and implement a corporate giving strategy, including acquisition, renewal, and lapsed corporate donors.
- Responsible for writing/editing compelling content for all appeals, in some cases working with an outside vendor and in all cases working with the Communications Manager to ensure consistency of the DarkSky brand and messaging.

- Evaluate the progress and effectiveness of each solicitation, track, and present results while recommending strategies to improve these campaigns.

### **Stewardship (30%)**

- Collaborate with the Development Associate to ensure donor record information is accurate and current in the CRM.
- Collaborate with the Development Associate to ensure all donors are stewarded appropriately.
- Work with the Communications Manager to create collateral materials as needed for use in solicitation appeals or stewardship efforts.
- Work with other team members to ensure integration at all levels of donor outreach.

## **REQUIRED QUALIFICATIONS, SKILLS & COMPETENCIES**

### **Communication and Interface**

- Engage in respectful and ongoing communication and problem-solving with others.
- Act as a positive and professional ambassador for DarkSky both internally and in the greater community.
- Successfully engage, coordinate, and achieve program or project goals.
- Ability to meet deadlines.
- Excellent presentation and persuasion skills.
- Demonstrate creativity, innovation, and resourcefulness.
- Exhibits a positive, collaborative, professional, flexible, and adaptive work style.

### **Problem-Solving and Judgement**

- Take all practical steps to ensure a work environment that is safe, friendly, helpful, and free from harassment or bullying.
- Must be able to handle all facets of the business, both standard and non-standard.

### **Requirements**

- Bachelor's degree or equivalent professional experience
- Fundraising experience, including responsibility for content development, revenue and growth, and retention
- Experience with CRM system platforms
- Strong writer and editor
- Five years of experience

## COMPENSATION AND BENEFITS

This is a full-time, paid, exempt position. Salary range is \$76,730 - \$85,260 depending on experience. This position is eligible to participate in our variable compensation plan. If organizational and individual goals are met and/or exceeded, the employee could earn a 10% increase in annual salary. DarkSky International is proud to offer a competitive benefits package to attract and retain valuable employees, including medical, dental, and vision premiums for employees and their dependents. Life insurance, Long Term Disability, Short Term Disability, and additional optional benefits are available to employees on an employee-paid basis. DarkSky has a 401(k)-retirement plan with a 4% company match.

## LOCATION AND WORK ENVIRONMENT

This position usually works weekdays from the Tucson office. However, because of the global nature of the constituency served, there is flexibility in scheduling if the organizational needs are adequately addressed. There may be some evening or weekend events that will require attendance to support events or meet deadlines.

## APPLICATION PROCESS

- Interested candidates must apply through Indeed.  
[https://www.indeed.com/viewjob?jk=bd6174fbae13a331&from=shareddesktop\\_copy](https://www.indeed.com/viewjob?jk=bd6174fbae13a331&from=shareddesktop_copy)
- Please submit a resume and cover letter detailing your interest in DarkSky International's mission and relevant experience. Applicants without a cover letter will not be considered.
- Applications will be reviewed as they are received. To ensure consideration, apply by COB June 23, 2025.
- Qualified candidates will be invited to participate in a screening interview in late June through early July, followed by one round of Zoom interviews with the Search Committee in June/July. We hope to extend an offer to our selected candidate by mid-July and desire a start date in July/August 2025.

*DarkSky International is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex (including sexual orientation and gender identity),*

*pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.*