

Mission: *We nurture relationships and grow resources for lasting positive impact as the philanthropic partner to Pima Community College*

Vision: *A thriving community transformed by Pima Community College*

Values: *Integrity, Collaboration, Community, Dedication & Advocacy*

Pima Community College Foundation (“Foundation”) employs a dynamic team responsible for:

- Building relationships with a broad range of constituency groups
- Cultivating a variety of philanthropic gifts that benefit Pima Community College (“College”)
- Managing investments held by the Foundation for distribution to the College
- Stewarding donors
- Recognizing donor contributions
- Coordinating events that promote the mission of the Foundation and support the College’s vision
- Actively engaging with the community to showcase the Foundation and the College

We seek team members who are:

- Committed to our mission, vision and values
- Able to work effectively both as part of a team and autonomously
- Capable of maintaining confidentiality at the highest level
- Ethical decision-makers
- Collaborative
- Willing to challenge the status quo and offer suggestions to improve how business is conducted
- Dedicated to making a positive difference for the greater Tucson community

Supporting the students, faculty and programs at Pima Community College, Pima Foundation has been the philanthropic partner of the College for over 45 years. Managed by a volunteer board of directors, Pima Foundation holds investment assets of approximately \$18m. Currently, the Foundation is responsible for over 100 endowed funds and 200 general funds. A recent challenge grant to the Foundation is underway with the goal of raising \$10m to achieve an additional \$5m in matching funds, making Pima Foundation an exciting, dynamic place to work.

The selected candidate must successfully complete and successfully pass criminal history and credit checks relevant to their intended position in order to become an employee of the Foundation. If employed, Foundation employees are expected to abide by federal, state and local laws in both their professional and personal endeavors.

Pima Community College Foundation is an equal opportunity employer. The Foundation values diversity and seeks talented and qualified employees from a variety of backgrounds who are willing to contribute to its mission and capable of fulfilling their duties. The Foundation does not discriminate on the basis of age, race, color, religion, sex (including gender identity, sexual orientation and pregnancy), veteran status, national origin or disability.

TO APPLY: Please submit to Saby@PimaFoundation.org 1) a letter detailing your interest and manner in which you will contribute to the team; 2) your resume; and 3) a list of three professional references and their contact information. Applicant review to begin **Friday, August 29;** position open until filled.

Position Title: **Philanthropy Coordinator**

Reports to: Director of Transformational Philanthropy

Status: Part-time, Non-Exempt

Position Summary: With the support of the entire Foundation Team, the **Philanthropy Coordinator** is responsible for contributing to the philanthropic mission of the Foundation office, focusing on fund raising for the Pima Community College Athletics Department. This role will engage donors through identification, cultivation, solicitation, appreciation, stewardship and recognition processes.

Essential Duties & Responsibilities: Implements effective fund raising operations, placing donors at the center of the process. There is one main area that comprises the philanthropic core of the Foundation related to this position –
Philanthropic Leadership

Philanthropic Leadership:

- Contributes to a highly functional team of professionals committed to the mission, vision and values of the Foundation and in support of Pima Community College
- Employs ethical fundraising practices and abides by Pima Foundation policies and procedures
- Seeks to develop meaningful relationships with multiple donors capable of making transformational gifts
- Establishes strong working relationships with PCC Departments, primarily Athletics, to increase giving opportunities
- Identifies local, regional and national foundations with funding priorities that match PCC Athletics Department needs (such organizations may provide direct gifts and/or grant opportunities)
- Cultivates planned gifts to be realized in the future that map to PCC Athletics Department priorities
- Coordinates meetings which may include facility tours or visits with PCC Athletics Director, Coaches, student athletes and / or Pima Foundation Team members
- *Collaborates with Director of Transformational Philanthropy to:*
 - Create long-term, multi-year specific objectives, strategies and fund raising plans and programs
 - Establish fund raising goals, implement and monitor progress and recommend adjustments that may be necessary from time to time
 - Develop and implement processes to identify, cultivate and solicit potential donors, ensuring appropriate appreciation, stewardship and recognition is extended
 - Request data / research to improve fund raising efforts
 - Document donor engagement in the donor management system (Raiser's Edge)
 - Operationalize system for accepting donor pledges and follow-up to collect on promised gifts with Bookkeeper
 - Ensure fund raising policies and procedures are followed, particularly regarding gift acceptance
 - Collaborate closely with the Marketing Department to develop concepts and ideas for personalized, targeted marketing materials, both print and digital, supporting fund raising efforts
 - Work with Systems Administrator to initiate electronic solicitations that raise funds for individual teams through the JustGiving platform
 - Design friend-raising and fund raising events to meet specific objectives of the Athletics Department
 - Engage the Foundation's Marketing Specialist in developing posts to recognize or spotlight donors and sponsors
 - On occasion, may be asked to work on donor relationships outside of athletics purview

General Foundation Team Responsibilities:

- Problem Solving:
 - Identifies and solves problems independently
 - Research issues and find appropriate solutions
 - Recommend process improvements to increase efficiency, effectiveness and client satisfaction
 - Prioritizes office projects
- Compliance and Quality Control:
 - Maintains confidentiality related to donor records and matters proprietary to the Foundation and the College
 - Maintains compliance with non-profit rules and regulations
- Contributes to a Team Environment:
 - Assists in setting quarterly Foundation goals and supports all team members in working to attain both collective and individual goals
 - Attend team meetings, board meetings and retreats and contribute thoughtfully to conversations
 - Leads by example with a positive attitude
 - Asks questions to clarify expectations
 - Takes calculated risks
 - Learns from mistakes
 - Serves as the Foundation's liaison to the Athletics Department
 - Gladly accepts other duties as assigned

Minimum Qualifications:

Required:

- A minimum of 2 – 3 years of increasingly responsible fund raising experience or equivalent business development background
- Proficiency in Microsoft environment specifically with Microsoft Word, Excel, PowerPoint, Teams and Outlook, as well as working with databases, internet research and AI functionality
- High level of communication skills, both written and oral
- Ability to present complex information to varied audiences effectively
- Ability to manage data, systems and technical tools proficiently
- Demonstrated personal commitment to civic engagement and social justice
- High attention to detail and well-honed problem-solving skills
- Proven customer service experience

Preferred:

- Experience working with donors, particularly related to athletic fund raising
- Bilingual speaker

Location:

- Pima Foundation Office – 4905C E Broadway #246 | Tucson, AZ 85709-1320 (PCC District Office Complex)
- Position is expected to collaborate with Athletics Department Team and spend time outside of Foundation Office with donors
- Remote work is acceptable based on agreed-upon scheduling
- Early morning, evening and/or weekend hours may be required on occasion
- Local and / or out-of-town travel may be required periodically

Work Hours / Wages (2025-26):

- 15 – 20 hours per week (additional hours must be approved in advance by supervisor)
- \$25 - \$29 per hour, commensurate with experience
- \$750 car allowance (taxable income)
- Performance bonus pool opportunity available, not guaranteed

Benefits Available:

- Retirement – Simple IRA (maximum 3% employer match)
- Partial cellphone reimbursement
- Generous paid holidays, paid vacation and sick-time accrual

Position descriptions will be reviewed for accuracy on a regular basis. The Foundation reserves the right to make changes to position descriptions as necessary to maintain effective operations.