

DarkSky International seeks a detail-oriented and proactive Development Associate to support our fundraising and operational efforts. Reporting to the Development Operations Manager, this full-time role is essential to managing donor data, implementing stewardship initiatives, and ensuring the smooth administration of the development office. If you are organized, technologically proficient, and passionate about advancing philanthropic efforts that drive environmental change, join our team and help us protect the night sky!

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.

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 Certified programs, preserve natural darkness, safeguard human well-being, sustain critical wildlife habitat, and enhance the quality of life in our shared communities.

DarkSky supports a global network of advocates 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 270 certified International Dark Sky Places and tens of 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.

POSITION SUMMARY

The Development Associate is a full-time, exempt position with DarkSky International and reports to the Development Operations Manager. The Development Associate plays a crucial role in supporting the fundraising and operational functions of the development team and DarkSky overall. This position is responsible for managing donor data, implementing stewardship efforts, assisting with project management, and ensuring the smooth administration of the development office. The ideal candidate is detail-oriented, organized, proactive, technologically proficient, and passionate about supporting philanthropic efforts that drive the organization's mission forward.

ESSENTIAL RESPONSIBILITIES:

Donor Data & Gift Processing (60%)

- Accurately record and process all charitable contributions in the donor database in alignment with established protocols.
- Generate and distribute donor acknowledgments, ensuring timely and personalized thank-you notes.
- Run various reports in the CRM and assist in data extraction to support fundraising strategy and data analysis.

- Maintain accurate donor records, including contact information, giving history, engagement details, and updated information.
- Serve as a primary daily user of the CRM, handling data hygiene and troubleshooting basic operational issues under the guidance of the Development Operations Manager.
- Oversee the daily logistics of the acknowledgment process, ensuring a seamless donor experience.
- Assist in executing stewardship plans, including donor recognition events, special mailings, and impact reports.
- Respond to donor and supporter inquiries and provide excellent customer service.

Administrative & Office Management (10%)

- Support the Development Operations Manager in tracking goals, timelines, and budgets to keep team initiatives on schedule.
- Maintain organization of digital and physical files, ensuring easy access to key documents.
- Assist with budget tracking for the development team, helping with expense entry and documentation for financial reconciliation.
- Support general office operations, supplies, and vendor relationships to maintain an efficient workplace.

Fundraising, Stewardship & Special Projects (30%)

- Work closely with colleagues across departments to align fundraising and stewardship efforts with organizational goals and coordinate closely with the Development Operations Manager.
- Work with the Development Operations Manager to ensure that all donor stewardship efforts are implemented and that DarkSky is providing excellent customer service.
- Support research and background preparation for donor meetings.
- Assist with grant tracking and administrative reporting.
- Support special projects that enhance donor engagement and fundraising effectiveness.
- Work with the Development Operations Manager on engagement strategies for supporters and prospects.

WORK HOURS, SCHEDULE & FLEXIBILITY

This position usually works weekdays. However, because of the global nature of the constituency served, there is flexibility in scheduling if the organizational needs are adequately addressed. Some evening or weekend events may require attendance to support events or meet deadlines. It is not a remote job; this is a Tucson-based job that works in the office.

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 JUDGMENT

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

REQUIREMENTS

- Bachelor's degree or equivalent experience in fundraising, nonprofit management, communications, or a related field.
- Experience in nonprofit development, fundraising, or administrative support preferred.
- Proficiency in using standard office software and digital tools, with the ability to quickly learn new technologies as needed. Examples include project management software, Microsoft Office products, Adobe Acrobat, CANVA, etc.
- Strong organizational skills with the ability to manage multiple projects and deadlines.
- Excellent customer service skills.
- High attention to detail and commitment to data accuracy.
- Excellent written and verbal communication skills.
- Ability to work independently while also being a collaborative team player.
- Strong problem-solving skills and a proactive, solutions-oriented mindset.
- Passion for the organization's mission and commitment to advancing its fundraising efforts.

COMPENSATION AND BENEFITS

This is a full-time, paid, exempt position. Salary range is \$57,600 - \$59,500 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 company match.

LOCATION AND WORK ENVIRONMENT

This is an office position at DarkSky International headquarters in Tucson, Arizona.

APPLICATION PROCESS

- Interested candidates must apply through [Indeed](#).
- 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. The posting will remain open until we have a sufficient pool of qualified applicants.
- Qualified candidates will be invited to participate in a screening interview followed by two rounds of Zoom interviews with the Search Committee.

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.

Job Type: Full-time

Pay: \$57,600.00 - \$59,500.00 per year

Benefits:

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