



Job Announcement: Director of Development

Status:	Full-time exempt
Reports to:	Executive Director
Salary:	\$50,000 – \$60,000 DOE + benefits
Location:	Tucson, Arizona

Sky Island Alliance

We work to ensure the Sky Islands are a place where nature thrives, where open space and clean water are available to all species, and where people feel connected to the beautiful place in which we live. We develop science, conduct on the ground conservation and restoration work, engage the public, and build partnerships to achieve our conservation outcomes.

Sky Island Alliance is a close-knit team of ambitious, collaborative professionals dedicated to saving the Sky Islands. You will fit right in with us if you are someone who is hard-working, self-directed and seeks out creative solutions to challenges. We are looking for someone who is hungry for success and who will be excited to grow an existing development program. We believe the most productive workplace is one in which employees are appreciated and supported, and where the organization continually improves and grows. The Director of Development will be a member of the organization's Leadership Team which ensures the health of the organization and provides strategic leadership.

Sky Island Alliance is based in beautiful Tucson, Arizona - a dynamic city with many active conservation organizations. Our office is located in historic Armory Park just south of downtown. For more information about our current work and the Sky Island Alliance team visit our website (www.skyislandalliance.org) and Facebook page (<https://www.facebook.com/SkyIslandAlliance>).

Position Summary

The Director of Development develops, manages, and implements Sky Island Alliance's major gifts and membership programs, including all special appeals and acquisition efforts. This person is expected to innovate, build upon, and improve practices already in place, and to raise the profile of Sky Island Alliance in the community. The ideal candidate will know how to conduct fundraising in a data-driven way. The Director of Development plays a key leadership role in ensuring Sky Island Alliance achieves its strategic priorities.

The Director of Development manages one .5 FTE position.

Philanthropy and Development

- Create long-range strategy and development plan with goals and actions that contribute to the achievement of strategic priorities.
- Collaboratively determine resources required to meet goals. Work with CFO, and ED to prepare revenue/expense projections, to monitor financial status, and to develop an annual budget.

- Develop annual fundraising plan with calendar of activities that defines how the plan will be met or surpassed, including recommendations for contingency plans.
- Institute metrics and evaluation systems to measure the effectiveness of fundraising activities and assess progress toward achieving goals.
- Meet or exceed budget expectations.
- Oversee the Major Gifts program to:
 - Ensure advancement of individual relationships that result in philanthropic contributions;
 - Create and execute cultivation and solicitation strategies that upgrade current donors and identify and solicit new donor prospects;
 - Ensure donors and prospects are engaged at events and other venues;
 - Gather, record, and share prospect and donor information with the appropriate staff to ensure stewardship and cultivation.
- Oversee membership recruitment and retention including:
 - Execute plans for recruitment and retention and develop supporting materials;
 - Communicate with new and returning members to provide introductory materials and promote engagement in Sky Island Alliance activities and issues.
- Manage the sustaining membership income stream including:
 - Ensure donors are appreciated and renewal process is in place;
 - Promote and grow our "GEMs" monthly giving program.
- Manage other donor relations processes such as, but not limited to:
 - Manage the gift acknowledgment process;
 - Develop and implement prospect appeals;
 - Prepare lapsed member and renewal call lists;
 - Assist volunteers in making calls;
 - Meet annual membership recruitment and retention goals.
- Identify other philanthropic income streams and work with CFO and ED to implement when appropriate, including developing grant proposals for general operating support.
- Engage and manage staff and Board of Directors in fundraising, including major gift stewardship and solicitation, event participation, corporate sponsorship solicitation and general membership activities.
- Have a comprehensive understanding of the priorities of Sky Island Alliance and make a persuasive oral and written case for support for key programs and projects, effectively matching the interests of prospects to specific programs.
- Coordinate and supervise all donor appreciation and fundraising events.
- Ensure Sky Island Alliance is accurately represented in community giving campaigns (Giving Tuesday) and national charity websites (Guidestar, Charity Navigator).

Communications

- Develop and coordinate messaging being delivered across appeals, donor updates, case statements, donor emails, newsletters, and website.
- Develop donor communications including customized correspondence.

- Develop annual case for support.
- Develop annual calendar of appeal mailings, write appeals and coordinate mailing.
- Develop and produce organizational Annual Report to include programmatic highlights and successes, financial report and member listing.
- Ensure timely thank you letters and acknowledgements for all gifts and contributions.
- Identify communications opportunities that can be used to enhance development.
- Develop fundraising messages and calls to action.
- Develop fundraising information for website.

Qualifications and Competencies

- Minimum of 5-7 years of nonprofit fund development experience in a professional development position, managerial experience preferred.
- Must have direct experience cultivating and soliciting major donors.
- Demonstrate cultural awareness in working with a diverse staff, and public.
- Possess a keen understanding of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices, standard fundraising techniques
- Excellent verbal and written communications skills.
- Participation in a professional fundraising association and commitment to continuing professional development expected.
- Ability to work in a fast-paced team environment.
- Bachelor's degree.
- Proficiency in eTapestry or similar nonprofit fundraising/donor management software.
- Ability to use general software and technology including: Microsoft Word, Excel, Adobe Creative Suite, and web-based E-mail programs, collaborative tools, and technologies.
- Commitment to staying abreast of current philanthropic trends and sector-specific opportunities.
- Spanish fluency a plus.

Sky Island Alliance is an equal opportunity employer. Our programs and employment are open to all. Sky Island Alliance values diversity and is committed to cultivating a culture that embraces differences.

Benefits

Medical, dental, and optical insurance coverage; generous vacation, health and wellness leave, and holiday benefits provided.

How to Apply

Send resume, cover letter, and writing sample via email to: louise@skyislandalliance.org. Mark the subject line of the email: Director of Development Search. Use PDF format and combine into one file with your last name in the file name. The position is open until filled and applications will be reviewed as received.