

TUCSON AUDUBON SOCIETY

TITLE: Development Director

FLSA STATUS: Exempt, Full Time

REPORTS TO: Executive Director

DATE REVIEWED: May 2018

SUMMARY: The Development Director is responsible for fostering a culture of philanthropy within Tucson Audubon Society while assuring that the organization's culture, systems and procedures support fund development. They will implement strategies to develop donors, attend events to engage with members, and will be responsible for the development, planning, design and implementation of TAS's membership, events and fund development activities allowing the organization to fulfill its mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Membership

- Plans for and manages the membership program and is responsible for developing membership benefits, soliciting and attracting new members, retaining members and expanding participation
- Responsible for database management, directly or through staff and volunteers, to ensure membership and donor information is captured appropriately and kept secure
- Oversees membership and donor aspects of Tucson Audubon events

Fund Development

- Develops and executes an annual fund development plan consistent with Tucson Audubon's strategic plan
- Work with the Executive Director to develop strategies for donor recruitment, involvement and retention, often participating directly in donor interactions
- Develops and implements management strategies
- Creates opportunities for donor engagement and recognition
- Develops and maintains development department policies and procedures
- Actively identifies, cultivates and solicits new funding opportunities, including identifying potential grant opportunities
- Maintains accountability and compliance standards for donors and funding sources
- Acts in accordance with AFP Code of Ethics and promotes transparency between TAS and its supporters

Events and Administration

- Guides Membership and Development in setting and meeting revenue goals, planning and executing activities to increase membership and cultivate donors
- Oversees major fund development events and activities, such as the Tucson Audubon Gala, Birdathon, special member and donor events and direct mail appeals
- Staffs any ad hoc fund development committees under the Executive Director's oversight
- Develops and implements budget in partnership with Finance Director and the Executive Director
- Attends board meetings as needed to report on development, membership, events and outcomes
- Stays current with best practices in membership and fund development
- Identifies and tracks key metrics for a successful and growing membership and development area

- Collaborates and partners with staff and others to ensure quality work
- Assures development and maintenance of appropriate systems to fund development, including but not limited to, volunteer, membership donor management, research and cultivation, gift processing and recognition.

OTHER RESPONSIBILITIES

- Participates as requested in supplying information for or writing articles for Tucson Audubon communications
- Supports other Tucson Audubon events as requested, and is required to support main Tucson Audubon functions (such as the annual Gala, the Southeast Arizona Birding Festival, Birdathon, and regular membership social gatherings), as deemed appropriate by the Executive Director

SUPERVISORY RESPONSIBILITY

- This position supervises the Events Coordinator, Member and Development Coordinator, and may oversee volunteers and volunteer activities.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

EDUCATION, EXPERIENCE, COMPETENCIES, REQUIREMENTS

- Bachelor’s or higher degree in relevant field
- A minimum of five years of work in fund development within a nonprofit organization
- *Preferred* Membership in the Association of Fundraising Professionals or equivalent; CFRE.
- Excellent organizational skills, a self-starter with an enthusiastic attitude
- Ability to work independently and with a small team of employees
- Strong working knowledge of, and comfort with, internet use, e-mail, Microsoft Office and donor software
- Excellent written and communication skills
- Exhibit understanding of member and donor development along a giving cultivation continuum
- Demonstrate a commitment to continuous improvement relevant to emerging best fund development practices
- Strong management and supervisory skills
- The ability to think critically and carry out a vision
- Understanding of and commitment to the organization’s mission, goals, and values
- An interest in birds, natural history, and wildlife conservation
- Valid Arizona Driver's License or ability to obtain one

*This job description is not intended to cover or contain a comprehensive listing of activities and details required for the successful execution of this position. The true work plan will be made in concert with the Executive Director.

Employee signature below constitutes understanding of the requirements, essential functions and duties of the position.

Employee Name _____

Employee Signature _____ Date _____

This position has been reviewed and accepted by management:

Executive Director _____ Date _____

Tucson Audubon Society is an Equal Opportunity Employer