

DEVELOPMENT OFFICER

Announcement

Outstanding career opportunity with leading community-based natural resource conservation organization serving the North American West for experienced development professional. While a mid-level position, reports directly to CEO with opportunities for a talented, self-motivated individual to grow and expand responsibilities. The ideal candidate will have five years increasingly responsible development experience. Familiarity with donor research, data-base management, direct mail and individual donor cultivation and stewardship desired. We are seeking a team-player with a passion for our work and excellent communication skills. If you are ready to help make the West great again then keep reading and prepare yourself for an opportunity like no other.

Who we are

Sonoran Institute is one of the West's leading and most innovative environmental organizations. Founded in Tucson in 1990, we are the lead organization for on-the-ground restoration in the Colorado River Delta, are leading the charge for the restoration of the Santa Cruz River, and are working on innovative approaches to increase renewable energy generation and promote smart growth. We celebrated our 25th Anniversary in 2015 and are in the midst of a robust marketing and fundraising effort to support the launch of our 2040 Vision.

The Development department of the Sonoran Institute is responsible for the cultivation of individual donors, foundations, and corporations. Development staff are responsible for raising general unrestricted revenues with the goal of covering institutional costs and generating additional revenue for distribution to programmatic efforts as well as supporting the funding needs of specific projects and programs.

General Overview

Reporting directly to the CEO, the Development Officer (DO) implements the annual Development Plan with the leadership of the Chief Executive Officer (CEO) and the support of the development and marketing teams. The DO manages a growing fundraising department which employs the full range of fundraising activities to generate outright, deferred, in-kind and stock gifts. Fundraising goals in the Development Plan are met by focusing on private philanthropy including individuals, family foundations, and institutional foundations and by working closely with the Director of Marketing, Corporate and Foundation Relations, and the Development Associate.

Through personal communication, the DO develops relationships on behalf of the Sonoran Institute with prospective supporters and donors. The DO maintains responsibility for all donors who give up to \$5,000 annually while supporting the CEO in developing and sustaining major donors who give \$5,000 and more annually.

The DO assures that the department maintains high standards of operation by administering sound legal and ethical strategies, and supports strong fiscal management by performing budgeting in close conjunction with the CEO.

Key Responsibilities

- Program management and donor relations
- Develop and implement annual and major gift strategies and proposals
- Fundraising for annual operations, strategic programs, endowment fund, and future support
- Write grant applications
- Manage direct mail appeals
- Plan and implement special events and field trips; represent Sonoran Institute at community events
- Conduct departmental planning including goal setting, strategy identification, and evaluation; manage the implementation of the annual Development Plan.
- Ensure timely budget implementation and accurate department financial monitoring and reports.
- Track and present reports on fundraising progress to the Development and Marketing Committee, the CEO, and senior staff.

Education & Experience

Bachelor's Degree from an accredited university or college and 5 or more years of professional fundraising experience, including development program management and planning.

Required

- Current, valid driver's license; this position requires frequent local and some regional travel
- Current, valid US Passport; this position may require travel to Mexico for program related events
- Experience developing and implementing creative, high-revenue producing campaigns
- Ability to sustain progress on many programs simultaneously
- Strong communication skills, including written materials and personal interactions in both 1:1 and group settings
- Excellent organizational abilities with energetic, collaborative, initiative-driven method of work production
- Demonstrated capability of working with database driven information to inform fundraising strategies and track/report progress
- Ability to solve problems; and lead, influence, and support other team members
- Proven track record of meeting department/organizational goals
- Knowledge, passion and desire to work in support of environmental conservation in the West
- Ability to maintain donor confidentiality
- Commitment to natural resource conservation

Desired

- Certified Fundraising Executive (CFRE) designation

What Sonoran Institute Offers Employees

We offer our employees a comprehensive benefits program that includes: employee only medical 100% paid, dental base plan 100% paid, employer paid life and LTD, flexible spending account, retirement plan with employer match, paid holidays, paid time off (20 days first year), and also voluntary vision, STD, and life insurance.

This position will be located at Sonoran Institute's downtown headquarters, a modern workspace in the heart of Tucson's revitalized core about 2 miles from the University of Arizona Main Campus. Our location offers excellent access to the modern street car and secure bike parking.

How to Apply

Please submit cover letter and resume to careers@sonoraninstitute.org.