



25 YEARS STRONG  
SHAPING OUR WEST

WWW.SONORANINSTITUTE.ORG

TUCSON, ARIZONA  
PHOENIX, ARIZONA  
MEXICALI, BAJA CALIFORNIA

100 N. STONE AVE., SUITE 400  
TUCSON, ARIZONA 85701  
TEL 520-290-0828  
FAX 520-290-0969

## DEVELOPMENT COORDINATOR

### 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, endowment funds and supporting the funding needs of specific projects and programs. The Sonoran Institute currently receives support from a loyal and generous group of ~500 donors throughout the United States and is working to expand this base of support.

### General Overview

The Development Coordinator (DC) helps implement the annual Development Plan under the leadership of the Chief Executive Officer (CEO) and with the support of the development and marketing teams. The DC is a key member of a growing fundraising department which employs the full range of fundraising activities to generate outright, deferred, stock and in-kind gifts. Fundraising goals in the Development Plan are met by focusing on private philanthropy including individuals, family foundations, institutional foundations and corporations, and by working closely with the Director of Marketing, Corporate and Foundation Relations, senior staff and a Philanthropy Consultant.

Through program coordination, data base management and personal communication, the DC helps develop and steward relationships on behalf of the Sonoran Institute with prospective supporters and current donors. The DC has a range of fundraising responsibilities from designing and implementing direct mail appeals to supporting the CEO in developing and sustaining major donors. The DC contributes to high standards of operation by implementing sound legal and ethical strategies, and supports strong fiscal management.

### Key Responsibilities

- Help implement the annual Development Plan
- Efficiently execute development department activities including data base management, gift processing, donor acknowledgement, workplace giving outreach, and cultivation and stewardship of Hummingbird Circle members.
- Produce organized constituent lists from data base
- Draft letters on behalf of the CEO and help prepare grant proposals
- Manage the direct mail appeal process
- Coordinate special events and field trips for donors and prospective donors
- Prepare reports on fundraising progress to the Development Committee, the CEO and senior staff.
- Participate in departmental planning including goal setting, strategy identification, and evaluation





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## Education & Experience

Minimum Associates Degree from an accredited university or college, and 2 or more years' experience performing essential duties of this job in a professional setting. Must have commitment to natural resource conservation. Must be able to travel by car on occasional basis.

## Required

- Ability to sustain progress on many assignments simultaneously
- Excellent organizational abilities with energetic, collaborative, initiative-driven method of work production
- Excellent computer skills including proficiency in Microsoft Office - Word, Excel, PowerPoint, etc.
- Character to conduct oneself with a professional, positive, flexible, customer service approach, even under pressure; and support other team members
- Demonstrated capability of working with database driven information
- Strong communication skills, including personal interactions in both 1:1 and group settings
- Ability to solve problems
- Ability to maintain donor confidentiality
- Current, valid driver's license; this position requires local and occasional regional travel
- Knowledge, passion and desire to work in support of environmental conservation in the West
- Valid US Passport

## Desired

- Professional experience in a nonprofit development department

## 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](mailto:careers@sonoraninstitute.org).

