

# Sonoran Institute

## Director of Development



## Our Mission

The Sonoran Institute is a 30 year old, binational organization, working to connect people and communities with the natural resources that nourish and sustain them. We work at the nexus of commerce, community, and conservation to help people in the North American West build the communities they want to live in while preserving the values which brought them here. We envision a West where civil dialogue and collaboration are hallmarks of decision making, where people and wildlife live in harmony, and where clean water, air, and energy are assured.



## Our Vision

We are optimists. Despite the challenges facing the West, the Sonoran Institute believes that our region can experience sustained prosperity and a renewed sense of community stewardship. How will we accomplish this? Through civil dialogue and collaboration that goes beyond today's divisive political environment. Imagine a future where wildlife thrives, scenic vistas are preserved, and water is abundant. A future where communities have access to clean, safe and reliable sources of energy, where transportation systems improve livability and enhance economic prosperity, and development integrates open space and multiple uses. These are the hallmarks of successful communities. We see the communities of the West contributing to the vibrant economy of the region and ultimately, to a future we can all embrace.

# *About Sonoran Institute*



# Position Summary

Based in Tucson, Arizona and reporting directly to the Chief Executive Officer, Stephanie Sklar, the Director of Development is responsible for development and implementation of a comprehensive development strategy for the Sonoran Institute, integration of the organization's development plan, and for supervision of development staff. This includes managing a portfolio of major donors as well as developing a corporate strategy and forging corporate relationships to support the mission of the Sonoran Institute through financial support, cause marketing, and sponsorships. The Director of Development will be responsible for prospecting, donor cultivation, and solicitation (often in tandem with senior leaders and staff). This will also include management and stewardship, proposal strategy, management of consultants and contractors, and recognition and benefits related to corporate partners.

The Development Team of the Sonoran Institute is responsible for communicating the Sonoran Institute brand to current and potential donors and key partners to include identification, cultivation, and stewardship of individual donors, foundations, and corporations. Development staff is responsible for A.) raising general unrestricted revenues with the goal of covering institutional costs B.) generating additional revenue for distribution to programmatic efforts as well as C.) supporting the funding needs of specific projects and programs.

# Essential Functions

50%	<b>Fundraising and Relationship Management</b> <ul style="list-style-type: none"><li>• Develop and manage a portfolio of 100+ prospects and donors to engage and solicit for fundraising. This portfolio serves as a pipeline for new Hummingbird Circle members</li><li>• Work closely with the Executive Team, board members and lead program staff to develop and implement annual and major gift strategies, and to prepare written proposals for donors and donor prospects. Support them in actively managing their personal portfolios of prospect and donor accounts</li><li>• Manage donor relations through a vigorous communication plan, personal visits, phone calls, and small events</li><li>• Ensure donors are appropriately recognized and engaged in the mission of Sonoran Institute</li><li>• Research prospective donors through on-line and other resources</li><li>• Develop and manage direct mail appeals, including annual appeal</li><li>• Raise funds for annual operations, strategic programs, endowment fund, and future support</li><li>• Engage donors in conversations regarding various ways of giving such as outright, workplace, deferred, in-kind, stock, and personal solicitations</li><li>• Promote planned giving and engage supporters in Legacy Society</li><li>• Write grant applications, gift proposals, and related donor reports</li></ul>
40%	<b>Donor Cultivation, Special Events, and Mailings</b> <ul style="list-style-type: none"><li>• Plan and implement special events and field trips to engage supporters</li><li>• Plan and manage Board events</li><li>• Collaborate with the Executive Team to develop cases for support and to create and implement project specific fundraising plans and campaigns as appropriate</li><li>• Collaborate with the Executive Team, Board members, and program staff to create opportunities for further cultivation of key donors and prospects</li><li>• Collaborate with the marketing team on annual reports, published lists of donors, and fundraising collateral material</li></ul>
10%	<b>Management and Administration</b> <ul style="list-style-type: none"><li>• Conduct departmental planning including goal setting, strategy identification, and evaluation to support development and marketing</li><li>• Achieve financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions</li><li>• Assure sound fiscal operation of development function including timely, accurate gift income and expense budgets, department financial monitoring and reports</li><li>• Implement processes for soliciting and recognizing outright gifts, planned gifts and online gifts which support the annual operations, special projects, the endowment and future purposes</li><li>• Support Executive Team and Board Committees with reports; provide them with necessary tools to meet fundraising goals</li><li>• Provide backup for gift entry and acknowledgement letters</li></ul>

# Qualifications and Experience

## Education & Experience

- *Bachelor's degree in a relevant field, including but not limited to business, environmental sciences, communications or liberal arts*
- *A minimum of 8 years of experience in fundraising with a track record of soliciting gifts from individuals and corporations*

## Required Skills

- *A commitment to natural resource conservation and a passion for Sonoran's mission*
- *Excellent project management and organizational skills*
- *Excellent written and verbal communication skills*
- *Ability to prioritize and balance multiple projects simultaneously*
- *Experience with web-based tools and collaboration*
- *Proven track record in developing and implementing successful fundraising campaigns*
- *Proven track record in securing major gifts from individuals, foundations and corporations*
- *Energetic, outgoing, flexible, creative, and a proactive problem solver*
- *Excellent knowledge of Microsoft office*
- *Experience in integrating digital media to donor acquisition and engagement*

## Required Behavioral Competencies

- *Ability to work independently*
- *Ability to work as part of a team*
- *Proactive, results-driven, accountable*
- *Ability to work in a fast-paced environment*
- *Attention to detail a must*
- *Problem-solving attitude*
- *Ability to embrace change in a rapidly evolving work and market environment*
- *Ability to relate to and work with a wide variety of stakeholders*
- *Commitment to Diversity, Equity, and Inclusion*

## Desired

- *Spanish language proficiency a plus*

# Opportunity

As a member of the Sonoran Institute leadership team, the Director of Development will revamp the individual giving program, work alongside program staff to diversify institutional giving, and construct a blueprint for corporate fundraising. This is an opportunity to join an award-winning, 30-year old, stable, progressive environmental nonprofit, have a seat at the table with a nationally respected nonprofit leader, have a green field for personal development, and work with a skilled and motivated team.

# Compensation

Compensation for the Director of Development for Sonoran Institute includes a competitive base salary commensurate with experience and an excellent package of employee benefits



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## To Apply

*Interested applicants should send a resume and statement of interest to Chelsea Bossell, Recruiter at [cbossell@thinkingahead.com](mailto:cbossell@thinkingahead.com) and Chris Spagnola, Senior Recruiter at [cspagnola@thinkingahead.com](mailto:cspagnola@thinkingahead.com)*

*Sonoran Institute ( <https://sonoraninstitute.org/> ) is an equal opportunity employer dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value.*