



Development Associate

Department: Philanthropy

Supervisor: Associate Director of Philanthropy

FLSA Status: Full-time Salaried Exempt

Compensation: Anticipated Starting Salary - \$38,000 - \$42,000 per year plus a comprehensive benefit package, which includes medical, dental, vision, life and LTD insurance, FSA, HRA, 403(b) retirement plan, paid holidays, personal business, sick leave, and vacation.

Summary

Reporting to the Associate Director of Philanthropy, the Development Associate plays an important role in the Desert Museum achieving its annual funding objectives. Key responsibilities include: event coordination and planning; administrative duties and data input, identifying, qualifying, cultivating, soliciting, and communicating with donors, business, and foundation funders; planning, writing, and editing sponsorship and grant proposals; entering data about, tracking, and reporting on donors and donations; and meeting and exceeding annual revenue goals.

Essential Duties and Responsibilities include but are not limited to:

General Fundraising

- Promote the vision, mission, and strategic objectives of the Desert Museum.
- Assist in planning and implementing the annual Desert Museum Gala fundraiser
- Plan and coordinate on-site and off-site donor cultivation, solicitation, and stewardship events and activities.
- Plan and schedule fundraising campaigns to reach potential contributors and upgrade periodic donors to recurring donors.
- In conjunction with Marketing and Member Services, share the responsibility of coordinating production and editing the Desert Museum's donor and member newsletters; provide development input for other institutional materials (including annual report, website, collateral, etc.) as directed.
- Make appointments for Executive Director, Associate Director of Philanthropy, board members, and other key Desert Museum constituents with business leaders, foundation officers, donors, and other prospects; arrange on-site tours for donor prospects.
- Maintain strict confidentiality of all information, with particular emphasis on donor and donation information.
- Under the direction of the Associate Director of Philanthropy, negotiate and secure agreements with other organizations for exchange of mailing lists, information, and cooperative programs.
- Assist in managing Philanthropy volunteers and interns, as appropriate.

Database Maintenance and Reports

- Work in Blackbaud Raiser's Edge donor database system. Maintain accurate and current donor tracking and acknowledgement systems (including data entry of donor information and gifts; documentation of all identification, qualification, screening, cultivation, solicitation, actions, and stewardship activities; generation of donor acknowledgement letters; and articulation of gift impact and benefits to funders), ensure timely data entry and acknowledgement of gifts, and develop all analytical and tracking reports needed by Development, Member Services, Finance, and Marketing, as well as other end-users.

- Compile monthly reports and reconcile these with Finance to ensure accurate and consistent revenue reports.
- Collaborate with other departments to maintain an effective interface between Raiser's Edge (and other applicable member/donor databases and information management systems) and the Desert Museum's websites.

Grant Writing

- Acquire and maintain a sound understanding of the Desert Museum's history and programs; use that familiarity to better understand grant funding needed to accomplish projects and activities.
- Identify, research, screen, and rate prospective grant funders; develop and manage a grants calendar, including deadlines and restrictions; ensure all submission and reporting deadlines are met
- Compile information for, write, and edit grant inquiries and proposals, consistent with each funders' priorities, preferences, and guidelines.
- Review program, project, and activity budgets for which grant funding is sought and make recommendations to present it clearly and effectively to prospective funders
- Manage grant applications, keeping in contact with grant-making entities, and providing additional and supportive materials when requested.

Supervisory Responsibilities

Assist in managing Philanthropy volunteers and interns, as appropriate.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree or equivalent; preferably in business, philanthropy, or communications.
- Previous experience in nonprofit fundraising.
- Demonstrated record of meeting or exceeding revenue goals.
- Demonstrated writing skills; previous writing experience (especially in development) preferred.
- Experience with proposal writing.
- Willingness and availability to work a flexible schedule, including nights and weekends when necessary, as well as work remotely.

Knowledge, Skills and Abilities

- Strong written communications skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong event coordination skills.
- Strong editing and verbal communication skills.
- Attention to detail and accuracy of all information.
- Strong organizational skills, including meeting deadlines, prioritizing tasks, and managing multiple priorities.
- Knowledge of fundraising techniques and strategies.
- Familiarity with prospect research techniques.

Computer Skills

To perform this job successfully, an individual should be proficient with: Microsoft Office (Word, Excel, PowerPoint, Outlook); donor management software (Blackbaud Raiser's Edge NXT is a plus); charity auction, email marketing software (Constant Contact preferred), Internet-based donor research, e-communications, and social media.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to professionally deal with high-stress situations and deadlines. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, professional email communications, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee is frequently required to use hands to handle, or feel. The employee is occasionally required to stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Further Comments

This position was opened on July 5, 2020 and is considered open until a sufficient number of applications are received. Please understand that if offered a position, you will, as a final condition of employment, be required to successfully complete a pre-employment drug screen and criminal background check in addition to providing your 39-month DMV report.

How to Apply

Interested applicants should apply for this position as quickly as possible to ensure a timely application. Applications are accepted only for open positions and must be completed online. To apply go to:

https://www.appone.com/MainInfoReq.asp?R_ID=3072918

More information about our current employment opportunities, volunteer positions, and the application process is available here: <http://www.desertmuseum.org/about/workopt.php>

About the Desert Museum

Founded in 1952, the Museum is a non-profit institution dedicated to conservation and research of the Sonoran Desert region while continuing its on-going mission to inspire people to live in harmony with the natural world by fostering love, appreciation, and understanding of the Sonoran Desert. It is a fusion experience zoo, botanical garden, art gallery, natural history museum, aquarium, and research institute.

The above description reflects a general overview of the responsibilities and position requirements for this job classification. It is not intended to be a complete description of all duties and requirements that may be inherent in the position. The Arizona-Sonora Desert Museum is an equal opportunity institution. The Museum does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or veteran status in its policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. The Museum is a drug and alcohol free workplace and participates in E-Verify.