



## Job Opportunity

<b>Title:</b>	Development Specialist
<b>Organization, Location:</b>	McDowell Sonoran Conservancy; Scottsdale, Arizona
<b>Position Type:</b>	Full-Time; Exempt
<b>Salary Range:</b>	\$45,000 - \$55,000 DOE, plus competitive benefits package
<b>Reports To:</b>	Chief Development Officer

### POSITION SUMMARY

The Development Specialist provides proactive analytical and administrative support for all aspects of the Development program to help meet the fundraising goals of the Conservancy. This role focuses significantly on highly accurate database management, report generation, and data analysis to help drive a range of development functions, including annual fund outreach, major donor and prospect tracking, the timing of high-touch donor stewardship, grant reporting, and prospect research. A personal commitment to and understanding the role of data management and analysis in helping to achieve goals is required. This position also helps create templates for correspondence, proposals, and other outreach to donors and prospects. Colleagues will depend on the exceptional writing, editing, and proof-reading skills of this position. A deep commitment to customer service is essential.

### RESPONSIBILITIES INCLUDE

- Ownership of the development data, database and reporting. Vigilantly maintain data accuracy, system access procedures, and provide CRM training to the Development team and Conservancy leadership as needed.
- Run weekly fundraising progress reports to ensure the accuracy and transparency of fundraising accountability. Coordinate with other staff to ensure consistency of projections and results.
- Proactively maintain prospect and donor tracking systems, and generate reports, to assist the team with donor cultivation, solicitation, and timelines.
- Participate in prospect tracking report review meetings to ensure accurate and proactive data management.
- Support electronic and hardcopy promotional outreach; data analysis and reporting; and all other needs.
- Collaborate with the Development team to create and maintain Donor Stewardship Matrixes that highlight strategic donor engagement and giving level benefits. Provide regular data and tracking reports to Development team members to support their cultivation and stewardship efforts, such as thank-you calls, tours, year-end tax letters, personalized impact reports, special event invitations, annual report and donor wall listings, naming opportunities, event sponsor benefits, and others.
- Create and implement workflows to maximize the efficiency, effectiveness, and consistency of the Development operation. Support the Development team by fielding general emails and phone calls and calendaring large meetings and events.
- Maintain templates for electronic and hardcopy communications, such as acknowledgement letters, event invitations, event programs, funding proposals, donor impact reports, pledge forms, gift agreements, and other tools for donor engagement. Serve as the primary editor and proofreader for the Development team.
- Assist the Development team with prospect research, with emphasis on corporate and foundation funding sources for new projects. Create solicitation briefings on targeted prospects.
- Assist the team with maintaining and improving Development-focused webpages, web tools, and related functions, including event registration, electronic solicitation templates, donor recognition features (e.g., regularly rotating donor stories, photos, and testimonials) and web-driven data reports and analysis.
- Assist with tracking multi-year pledges on all levels, and track LYBUNT and SYBUNT donors; assist with reaching out to donors who give under \$1,000 annually to fulfill pledges and/or renew support.
- Other duties, as assigned.

### CANDIDATE QUALIFICATIONS

- Associates degree in business or related discipline; Bachelor's degree preferred.
- Two or more years of relevant experience in a nonprofit Development operation.
- Demonstrated donor data management and reporting background and skills, understanding of data and web-based tools for operational analysis and management. Experience integrating donor data with organizational financial



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management platforms preferred. Proficiency with fundraising database software, especially Kindful and Raiser's Edge, and Microsoft Office suite.

- Demonstrated organizational and project management skills; ability to multi-task and regularly meet deadlines.
- Ability to work both independently and collaboratively in a diverse, fast-paced environment.
- Excellent, persuasive, and concise verbal communications skills, interpersonally and on the phone.
- Very strong customer service orientation with all internal and external constituents.
- Commitment to collegial teamwork, assuming positive intent, a prudent temperament, and proven ability to create and maintain strong working relationships with a diverse variety of team members, Board members, volunteers, and supporters on all levels, including high profile business and civic leaders.
- Excellent writing and editing skills and the ability to synthesize complex ideas into a compelling message; knowledge of web-based graphical concepts and platforms, tools, etc. preferred.
- Commitment to confidentiality, especially data integrity, and to operate within the highest ethical standards is required.
- A valid driver's license and access to reliable transportation.
- Ability to lift up to 30 lbs. on a regular basis.

Like all of our team members, the Development Specialist will contribute to a culture based upon respect, teamwork and collaboration. Adaptability, creativity, and a passion for the environment and the Conservancy are a must.

#### INSTRUCTIONS – HOW TO APPLY

**A comprehensive resume or curriculum vitae with single page cover letter and at least 3 references should be attached to an email message and sent to [jobs@mcdowellsonoran.org](mailto:jobs@mcdowellsonoran.org)**

Items should be saved together in one PDF (.pdf) or Word document (.doc or .docx), and saved with a file name in the following format: LastnameDSApplication.pdf or LastnameDSApplication.doc or LastnameDSApplication.docx