



## Job Opportunity

<b>Title:</b>	Senior Development Manager – Annual Programs
<b>Organization, Location:</b>	McDowell Sonoran Conservancy; Scottsdale, Arizona
<b>Position Type:</b>	Full-Time; Exempt
<b>Salary Range:</b>	\$65,000 - \$75,000 DOE, plus competitive benefits package
<b>Reports To:</b>	Chief Development Officer

### POSITION SUMMARY

The Senior Development Manager-Annual Programs (SDMA) is the Conservancy's lead for securing annual operational support through annual giving programs, including annual fund and special gifts of \$1,000-\$10,000. The SDMA is also responsible for cultivation and fundraising events. Currently the SDMA also secures unrestricted corporate and event sponsorships. This position must anticipate challenges and create innovative solutions to ensure consistent annual fundraising growth and is responsible for the planning and management of all fundraising and stewardship for annual and special gifts donors. The SDMA will also manage their own portfolio of individuals and will identify new prospects to solicit for unrestricted gifts reengage past donors. The SDMA also collaborates closely with the CDO to help identify potential major donors and planned gift prospects, with capacity exceeding \$10,000.

### RESPONSIBILITIES INCLUDE

#### Fund Development and Stewardship

- Create and manage the annual fund development plan including the creation of new and innovative fundraising strategies as to overcome challenges that arise.
- Retain and increase individual and corporate donors who support the Conservancy through the unrestricted annual fund and sponsorships, primarily with giving of \$1,000-\$10,000 each year.
- Identify annual supporters with the capacity for special gifts donations between \$1,000-\$10,000, as well as those with capacity of over \$10,000.
- Create cultivation and solicitation strategies for potential special gift donors and implement them through multiple strategies including especially personal meetings.
- Closely supervise the effective management of annual fund strategies to ensure accurate projections, steady acquisition and growth, retention, and upgraded renewals.
- Closely monitor data accuracy and hygiene in collaboration with the Development Coordinator.
- Partner with the Director of Communication to ensure high quality, compelling and customized electronic and print content designed to advance the annual fund's priorities.
- Engage and manage volunteers to assist with implementing and expanding all annual program functions, including the identification of prospect leads from their personal and professional networks.
- Grow unrestricted corporate sponsorships and secure sponsorships to support events; monitor and approach potential sponsors with optimal timeliness per their corporate funding cycles and giving priorities; ensure that sponsor benefits are fulfilled; ensure that reporting requirements are met.

#### Leadership and Teamwork

- Ensure that annual programs' fundraising revenue is projected and reported accurately. Prepare and improve monthly reports that highlight and analyze fundraising progress. Attend and present annual programs fundraising progress at staff meetings and Board of Directors meetings, as requested.
- Arrange and/or conduct coaching and training with staff and volunteers as needed.
- Proactively seek out and participate in online professional development to remain aware of best practices to incorporate; advocate for critical resources to grow annual programs.
- Collaborate with other staff and leading volunteers to create and manage cultivation and stewardship events, and leverage existing public events by managing special "insider" receptions for leading donors.
- Other duties, as assigned.

### CANDIDATE QUALIFICATIONS

- Bachelor's degree strongly preferred.



- Three or more years of demonstrated success in fundraising at a nonprofit organization is required, overseeing the annual fund and conducting personal solicitations of individuals.
- Proven history of meeting and/or exceeding personal and organizational fundraising goals and other objectives, including identifying and cultivating new potential donors, and stewarding and upgrading current donors.
- Demonstrated ability to organize, manage, and grow an annual fund operation, including accurate data management, prospect identification, creative and engaging print and electronic mail development, effective calling program management, special gifts solicitations to upgrade donors, and social media fundraising.
- Sponsorship fundraising experience with corporate partners preferred.
- Excellent writing skills, with a demonstrated ability to strategically conceptualize and produce compelling and effective hardcopy and electronic direct mail solicitations; web and graphical design knowledge is preferred.
- Must be very organized and detail-oriented, a proven and flexible multi-tasker, and capable of designing and implementing goal-oriented plans.
- Demonstrated ability to identify, create, and implement innovations to ensure operational revenue to overcome fundraising challenges.
- Ability to work both independently and collaboratively in a diverse, fast-paced environment that encourages collegiality and teamwork.
- Demonstrated knowledge and use of prospect management tools, the creation of user-friendly analytical reports, and working understanding of how to use a CRM database to monitor annual program metrics. Proficiency with fundraising database software, especially Kindful and Raiser's Edge, and Microsoft Office suite.
- Experience integrating donor data with organizational financial management platforms preferred.
- Commitment to confidentiality, especially data integrity, and to operate within the highest ethical standards is required.
- Demonstrated ability to organize, calendar, and manage events and other programs to engage potential donors, or parallel experience, is strongly preferred.
- Demonstrated, personal commitment to preserving and expanding ecological natural resources is strongly preferred – especially the protection and understanding of the Sonoran Desert and arid environments.

Like all of our team members, the Senior Development Manager 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: LastnameSDMAApplication.pdf or LastnameSDMAApplication.doc or LastnameSDMAApplication.docx