



Position Description

Position Title: Philanthropy Assistant

Supervisor: Executive Director

Type of Employment: Full Time

Job Status: Exempt

Position Summary: Tohono Chul seeks an organized and team-oriented Philanthropy Assistant who will thrive in a fast-paced environment and who is well-suited to working collaboratively with a small staff. The Philanthropy Assistant is responsible for all administrative aspects of philanthropy and facilitates all philanthropy activities including donor relations, direct mail appeals, and special events. The position reports directly to the Executive Director but will also work closely with the Philanthropy Consultant and the Directors of Finance and Marketing. This position will supervise and coordinate the activities of volunteers.

Duties include but are not limited to the following:

- Process gifts and prepare acknowledgement letters and other correspondence.
- Maintain foundation, corporation and individual donor files.
- Create monthly fundraising reports and other fund development reports as needed.
- Continually update and correct database records.
- Conduct preliminary research on prospective corporate, foundation and individual donors.
- Coordinate productions and mailing of appeal letters.
- Maintain guest lists, gather and prepare registration materials and other duties as necessary for fund-raising events.
- Handle all administrative details associated with the Board Philanthropy Committee meetings (i.e. prepare and distribute notices, agendas, minutes, etc.).
- Assemble donor kits for events and meetings.
- Track proposals and reports for all foundation and corporate fundraising.
- Assist in maintaining relationships with donors and foundations by sending programmatic updates, holiday and birthday wishes, etc.).
- Draft thank-you letters for all donations (including in-kind goods and services)
- Assist (the director of Finance and HR and the director of Marketing and Communications) with membership recruitment and retention initiatives.
- Assist with capital campaigns and other philanthropy initiatives including donor research.
- Provide substantial support to ED in major donor, foundation and corporation cultivation, solicitation and acknowledgement.
- Maintain the philanthropy calendar.
- Contribute newsletter articles and other promotional pieces as necessary
- Assist in developing funding proposals as necessary.

- Plan, execute and evaluate philanthropy events including the annual Holiday Reception and Sonoran Spring Celebration.
- Assist the Executive Director in developing agendas, creating and publishing minutes, and in providing data and information to Philanthropy Committee of the Board of Directors as necessary.
- Supervise volunteers and interns as appropriate.

Qualifications:

- Bachelor's degree in a related field.
- A minimum of three years' experience in an administrative position, preferably in a not-for-profit philanthropy office.
- Excellent interpersonal skills.
- Proficiency in Microsoft Word, Excel, PowerPoint and Database management experience – Raiser's Edge preferred.
- Excellent verbal and written communications skills.
- Experience working with and communicating with a wide range of people.
- Ability to present information concisely and effectively, both verbally and in writing.
- Strong organizational skills and attention to detail.
- Ability to work independently with little supervision.

Salary: DOE

Closing Date: Open Until Filled

Please email your resume to Penny Daugherty at pdaugherty@tohonochul.org