



Position Description

Position Title: Philanthropy Associate

Supervisor: Executive Director

Type of Employment: Full Time

Job Status: Exempt

Position Summary

Tohono Chul seeks an organized and team-oriented Philanthropy Associate who will thrive in a fast-paced environment and who is well-suited to working collaboratively with a small staff. The Philanthropy Associate 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 the Membership Coordinator and volunteers. Requires occasional work on weekends, evenings, nights and holidays.

Essential Duties and Responsibilities

- 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 gifts (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 Executive Director 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.
- Other duties as assigned

Knowledge, Skills and Abilities

- Excellent interpersonal skills.
- 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.

Minimum 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.
- Proficiency in Microsoft Word, Excel, PowerPoint and Database management experience – Raiser's Edge preferred.

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 job, the employee regularly spends long hours sitting and using office equipment and computers. The employee frequently is required to walk; climb or balance; stoop, kneel, or crouch; and talk or hear. The ability to use fingers of one or both hands to grasp, manipulate, control or feel objects. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, anything greater should be done with assistance.

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. Employee will be required to work occasional weekends, evenings, nights and holidays. Employee work might take them outdoors in both warm and cool weather.

To Apply

Submit resume and cover letter, via email to Penny Poynter, Director of Finance and HR
ppoynter@tohonochul.org