



1137 N Dodge Blvd
Tucson, AZ 85716
www.watershedmg.org

About the Organization

At Watershed Management Group (WMG), we envision a world where the relationship between the Sonoran Desert and its people creates prosperity for all. This includes all people, plants, animals, land, and water of the United States, Mexico, and Native American nations found in the Sonoran Desert. Our mission is to develop and implement community-based solutions to ensure the long-term prosperity of people and health of the environment. We provide people with the knowledge, skills, and resources for sustainable livelihoods. Founded in 2003 in Tucson, WMG is sustained by a talented team of thought-leaders, educators, natural resource managers, designers, ecologists, planners, and community organizers, as well as thousands of passionate volunteers. WMG is well known for its community-based water harvesting and green infrastructure work and mobilizing individuals, neighborhoods, schools, and businesses with its vision to restore Tucson's heritage of flowing creeks and rivers. At the core of our work is the value and practice of diversity, equity, and inclusion with the goal of advancing care for people and the environment.

WMG is committed to cultivating and preserving a culture of inclusion and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual and group differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and WMG's achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

Job Title: Development Manager

Supervisor: Lisa Shipek, Executive Director

Start Date: May 2021

Location: Tucson, AZ

Hours: Full time, salaried position, some weekend and evening hours

Pay: \$45,000 – \$52,000 (depending on experience)

Benefits: Simple IRA matching retirement fund, health care coverage, paid vacation and sick leave, alternative transportation benefits

Job Description:

The Development Manager will be responsible for implementing the organization's long-term development plan and cultivating a community-centric fundraising approach in collaboration with the fundraising team. They will manage a variety of tasks, including running annual fundraising campaigns, cultivating gifts, managing the monthly donor, major donor and legacy donor programs, writing grants, and organizing special events. The Development Manager will

engage directly with donors through in-person meetings, special events, phone calls, emails, and letter communications. They will lead WMG's fundraising team meetings and be the staff liaison for the Board's Development Committee.

The ideal candidate will be passionate about WMG's mission; enjoy meeting with donors; collaborate well with staff, board members, and volunteers; be a good listener that leads with emotional intelligence; be a creative problem solver that adapts to the needs of the organization; and be invested in WMG's diversity, equity, and inclusion goals.

Routine Duties & Responsibilities

Planning

- Work with Directors to develop and implement a comprehensive written annual development plan with strategies for individual donors, business sponsors, and foundations.
- Provide monthly reports to the ED and Development Committee which measure progress towards achieving the plan.
- Be the staff liaison for the Board's Development Committee meeting: work with the Chair to set the agenda and prep materials for meetings.
- Organize monthly fundraising team meetings and campaign planning meetings.
- Supervise fundraising staff.
- Develop approaches for planned giving, solicitation of bequests, and endowment program.
- Keep up-to-date on current fundraising programs, practices, and procedures used in the nonprofit sector and inform leadership of items that would benefit WMG.

Gifts Cultivation

- Manage annual fundraising campaigns to support the general fund, including Spring, Summer, and Year-end Campaigns. Plan campaign strategies with fundraising team, write appeals, organize personalized communications, and engage board and staff in fundraising activities.
- Manage monthly, major, and legacy donor programs, including regular communications, special events, and individual solicitations.
 - Build and maintain relationships with monthly, major, and legacy donors, develop strategies for solicitation, and solicit or coordinate the solicitation by other staff, board, or volunteers, as appropriate.
- Assist Executive Director in leading capital campaigns for capital improvements at the Living Lab and Learning Center.
- Identify and pursue new sources of corporate and foundation funding.
- Create and update collateral materials to support gift cultivation.
- Develop and implement all aspects of direct donor mailings, appeal letters, and other donor mailings as needed.
- Coordinate acknowledgement of all donations including thank you cards and donor recognition gifts.

- Ensure high-quality data management for WMG donors and prospects through proper data entry and adding detailed information into our donor database.

Grants

- Research, write, and edit grant proposals to support a variety of programs, in collaboration with program staff.
- Build relationships with foundations, including sending regular updates, setting up meetings, and creating funding proposals.

Special Events

- Organize annual fundraising events in collaboration with fundraising team and Development committee.
- Organize annual major donor and legacy donor appreciation events.
- Assist with annual donor and volunteer appreciation events in coordination with the fundraising team, board members, and docents.

Other Tasks

- Assist with writing and editing content for biannual newsletters and annual impact report.
- Update WMG's website, including creating new content, to promote fundraising campaigns, giving programs, and fundraising events.

Job Requirements:

- Interest and support of WMG's mission and vision.
- Knowledgeable in environmental issues of the Southwest U.S. and Sonoran Desert.
- Minimum 3-5 years of experience in fundraising – including donor development, grant writing, and organizing events.
 - Track record of raising funds, including successful grant proposals and ongoing donor revenue
 - Experience with leading major donor solicitations
- Minimum 1-2 years supervising staff with experience in management and delegation techniques
- Friendly people-person, good conversationalist, and good listener
- Ability to work independently in demanding work environment and ability to work well in a team setting

Preferred Experience

- Fluent Spanish speaker
- Experience using CiviCRM and Drupal website content management
- College degree in environment, communication, or business field
- Proficient in graphic design, specifically using In-Design
- Experience with legacy giving programs
- Experience coordinating capital campaigns including developing campaign plan and materials and making solicitations

Application:

Applicants must provide:

- a 1-page cover letter (statement of interest)
- a brief statement of your philosophy and commitment to diversity, including your track record of contributions to diversity
- a 1-2 page resume or list of previous work experience
- phone and email contact for 3 references (at least two professional)

Send to:

Lisa Shipek

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Phone: (520) 396-3266