



The Primavera Foundation, Inc.

Job Description

Job Title:	Chief Development Officer
Reports To:	The Executive Director

Job Summary: To manage and direct all fund-raising activities in support of the Primavera Foundation. To evaluate resource development opportunities, prepare project proposals for internal and external funding and assist in assessing and prioritizing project resources. To provide staff support to several committees related to resource development and assume primary responsibility for planning, coordinating, and managing related projects.

Duties and Responsibilities (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor):

- Advise and provide staff support to the Executive Director and Board of Directors on all matters related to development activities.
- Hire and provide management and evaluation of the Project Manager, Grant Writer, Volunteer & In-kind Coordinator and Development Coordinator positions within the Development Office.
- Plan, direct and manage fundraising and outreach events and activities.
- Develop an annual fund-raising plan with specific goals.
- Develop and implement strategies to educate and mobilize support from all sectors of the community.
- Coordinate an annual giving program to support agency goals.
- Direct and manage the identification, education, cultivation and solicitation of major individual, corporate and foundation prospects.
- Direct the solicitation of major private gifts to support all Primavera capital and program goals.
- Oversee development, production, and distribution of direct mail appeals, the *Springboard* quarterly newsletter, Annual Report, and other Primavera publications.
- Develop and oversee the creation of materials in support of all Primavera fund-raising efforts.
- Participate in development, production, and updates of the Primavera web site.
- Oversee the maintenance and development of the donor/supporter database.
- Oversee the development of grant proposals in conjunction with the Executive Director.
- Serve as the liaison and administrative support staff to capital campaign and endowment campaign consultants.
- Participate with the Executive Director in the strategic planning of new projects and initiatives.
- Work with the Marketing Coordinator to coordinate and execute targeted development and outreach efforts including the development of public relations and media strategies.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge and skill in the use of Microsoft Word, Excel, and PowerPoint.
- Knowledge and skill with the Sage donor database software or a comparable package.
- Ability to be highly organized and detail oriented.
- Ability to be energetic, outgoing, flexible, and creative.
- Ability to communicate effectively verbally and in writing, including the ability to prepare written reports, funding proposals, and public information documents.
- Ability to establish and maintain effective working relationships with neighborhood and financial organizations and community partners.
- In addition to normal work hours, the position requires attendance at some night and

weekend events.

- Ability to travel to meetings within the Tucson metropolitan area and to development related conferences at out of town locations.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university;
- Experience supervising staff and/or volunteer teams;
- A minimum of five years of fundraising experience, including direct mail, special events, major gift solicitation, planning, budgeting, and product sales;
- Experience in the management of donor databases;
- Experience with capital campaigns;
- Experience with endowment campaigns; or
- Any combination of education, skills, and experience commensurate with the above qualifications.

Other Requirements:

- Required to maintain confidentiality, including confidential personnel and organizational matters.

(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

Interested applicants may email a cover letter, resume, short essay (no more than 300 words) on their philosophy of philanthropy, and three references to: jobpost@primavera.org