

DOWNTOWN TUCSON PARTNERSHIP
RESOURCE DEVELOPMENT OFFICER/FUNDRAISING ASSOCIATE

The Downtown Tucson Partnership is a public-private partnership committed to making Downtown Tucson the most dynamic urban center in the southwest.

We have created a new position to help us take our organization to the next level. We are currently hiring a full or part time Resource Development Officer/Fundraising Associate to work as part of our Economic Development team. The individual hired must be a self-starter, and will be responsible for creating and growing the development efforts of the Partnership. The position includes staff and volunteer meeting coordination/recording, communication with donors, coordination of donor events, creation of fundraising collateral materials, and all support required for the cultivation, solicitation and recognition of donors to DTP in support of the Economic Development Director, the CEO, and the Board.

- Support all fundraising volunteer efforts
- Manage all donor recognition and cultivation events (including the creation and successful launch on a signature annual event, and possible other events such as Over The Edge)
- Build a major gifts program (identify and cultivate major gift donors and prospects, with the goal of increasing their involvement and engagement with the Partnership)
- Assist in Board development
- Generate donor acknowledgement letters
- Implement a Donor Recognition and Acknowledgement system (develops best practices and programs to increase gifts)
- Create and implement a Donor Tracking system
- Create monthly fundraising reports and other database reports as needed
- Assist Economic Development Director with grant applications

This position works closely with the Economic Development Director and reports directly to her.

Qualifications needed:

- Bachelor of Arts degree or equivalent
- Fundraising certificate or CFRE preferred
- Possess creativity, energy, confidence and integrity
- Minimum two years experience in a non-profit organization, preferably in a Development office
- Demonstrated track record of successful events management
- Demonstrated track record of successful gift solicitations (well-honed skills in developing long term cultivation and solicitation strategies)

- Experience working with volunteers, boards and donors
- Ability to prioritize tasks, set goals
- Excellent communication skills, both verbal and written
- Attention to detail and proven organizational skills (be data-driven)
- Excellent computer skills, specifically with Microsoft Office products and database software
- Demonstrate initiative and independence combined with the ability to work well as part of a team
- Be willing and able to work flexible hours, including evenings and weekends
- Knowledge of and passion for Downtown Tucson

To apply for this position, please submit your resume and a letter detailing your qualifications to Pamela Sutherland, econdev@downtowntucson.org. Applications will be accepted through January 27, 2012.

The Downtown Tucson Partnership does not discriminate and adheres to all relevant and applicable federal, state and local laws, regulations and standards relating to discriminations, biases and/or limitations such as, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Arizona Civil Rights Act, the Arizonans with Disabilities Act, the Human Relations provisions of the Tucson Code, and the Mayor and Council policy adopted on September 25, 2000, prohibiting the direct or indirect grant of discretionary City funds to organizations that have a policy of exclusionary discrimination on the basis of race, color, religion, ancestry, sex, age, disability, national origin, sexual orientation, gender identity, familial status or marital status.