



POSITION OPEN  
**Senior Development Manager**  
Date posted – October 2, 2009

Interfaith Community Services is a 25-year-old non-profit organization that serves the elderly, disabled, and disadvantaged families in Pima County. ICS is supported by over 600 volunteers, nearly 50 faith communities, and many community partners. Diverse financial support comes from City, County, Federal, individuals, corporations, events, United Way, and faith communities. Total annual revenue for ICS approaches \$2.5 million. See [www.icstucson.org](http://www.icstucson.org) for more information.

**General description:** This position is responsible for leadership of the organization's integrated fund development activities (individual, corporate, endowment/legacy, and foundations). The person will also oversee events (golf, concert series, walk, food drives, auction, etc.) and communications strategies. The ideal candidate will have a general fund-raising and communications background, have a proven track record of building and working with a team of volunteers and staff in a non-profit environment, and thrives in a team-based dynamic environment. Candidate should be comfortable building prospective donor relationships and making the "ask".

**Job description:**

- Develop and implement plans for both short-term and long-term fund-raising goals and strategies, including prospect analysis and research, action steps for solicitation and retention, and donor information management.
- Develop and implement strategies to attract maximum gift support from annual appeals, major donors, planned giving and endowment programs, and corporate and foundation proposals.
- Coordinate marketing/branding initiatives and direct public relations efforts with media and community resources.
- Oversee a coordinated publications and communications program (including website, E-Newsletters, social net-working) to effectively reach a wide range of constituents.
- Oversee and coordinate a wide range of events - golf, concert series, walk, food drives, auction, etc.
- Participate in developing strategies for outreach to and fund development with faith communities.
- Provide staff support for the Board Development Committee, Planned Giving Committee and other committees specific to development and communications.
- Prepare budgets and report on development goals and activities.
- Collaborate closely and effectively with the Executive Director, Board Development Committee, and other Board members.
- Work well in a team environment with professional and volunteer staff to carry out the activities of this office.
- Perform other duties as assigned by the Executive Director.

**Qualifications and requirements:** Bachelor's degree preferred in business, marketing or related degree; Minimum of three years direct experience and a proven track record in non-profit development with a clear understanding of private philanthropy; Good skills in communications, marketing, writing and speaking; Ability to be inspired by the interfaith and the volunteer core of the organization; Superior interpersonal and communication skills; Experience in E-Commerce and social net-working is a plus. Flexible work schedule including evenings, weekends and outside events.

This is a full-time exempt position and reports directly to the Executive Director. Benefits include medical/wellness benefit; starting Paid Time Off of 18 days/year plus paid holidays. Organizational support provided to participate in professional organizations and training such as AFP. Send resume, salary requirements and three references to: ICS Executive Director, 2820 W. Ina Road, Tucson, AZ 85741 or email to [bkampa@icstucson.org](mailto:bkampa@icstucson.org).