



Ronald McDonald House Charities of Southern Arizona, Tucson, AZ
3838 N. Campbell Avenue, Building 6, Tucson, AZ 85719
www.rmhtucson.org

Position: Development Manager

Department Development

Reports To: Chief Development Officer

Status: Full-Time

This position is eligible for full benefits including medical.

The Ronald McDonald House Charities of Southern Arizona is a non-profit organization providing comfort and support to families of children facing serious illness or injury. Our cornerstone program, Ronald McDonald House is a temporary home-away-from home where the families reside while the child receives treatment at a nearby medical facility. In addition, the Ronald McDonald Family Room at the Diamond Children's Medical Center, provides a respite area for parents of all pediatric patients receiving treatment at DCMC.

Job Purpose:

The Development Manager is responsible for all organizational fundraising, donor cultivation, community relations, annual events, and marketing of the primary programs of RMHCSA.

Essential Functions:

- Identify, cultivate and steward prospective donors throughout the development cycle to meet annual fundraising goals.
- Management of the donor database, tracking donations, organizing and maintaining mailing lists as well as coordinates direct mail and individual giving campaigns.
- Successful execution of at least two major annual events.
- Management of outside fundraiser events such as the McDonald's canister program, pop-tab collection programs and other third party fundraising.
- Supervise the Development Assistant
- Coordinate the production and disbursement of the organization's electronic and physical newsletters, communication pieces, etc.
- Oversee the RMHC Website, Facebook and Twitter accounts.
- Participate as needed in special department projects
- Perform other duties as assigned

Minimum Qualifications:

- Associate or bachelor's degree preferred in Communications, Business, Marketing.
- A minimum of two years experience in development, preferably in a not-for-profit capacity.
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Strong event planning skills
- Strong organizational skills
- Strong computer skills in database management, Microsoft Office, Publisher, Adobe Suite
- Supervisory experience preferred
- Ability to work with social media
- Ability to work independently with little supervision in a fast paced environment
- Ability to organize and prioritize work meeting deadlines as assigned
- Detail oriented with ability to understand and absorb the organization's style

To Apply:

Submit cover letter, resume and references via email to arounds@rmhtucson.org before January 11, 2012. NO phone calls.