



## **Associate Director of Development**

Have you heard? Tucson's Fox Theatre is expanding and [the future is right around the corner!](#) As part of this growth, they are adding an **Associate Director of Development** to their leadership team!

This position works collaboratively with the Executive Director and Director of External Relations to secure funds in support of the Fox Tucson Theatre Foundation's mission through philanthropic gifts, sponsorships, and grants. You will be responsible for managing and ensuring the quality and integrity of our donor data, and carrying out reporting and analysis of that data. As part of the External Relations team, the person in this role is expected to conduct activities in alignment with mission, vision, and values, while meeting established goals. The Associate Director of Development is a forward-facing representative of the Fox brand in person and in written communications, who is responsible for building relationships with stakeholders that move the goals of the organization forward.

**This is an incredible time to join and have an impact on "The Crown Jewel" and cultural center of Tucson, right at the start of a project that will have economic and cultural impact for generations to come!**

**What you will do:**

### **ESSENTIAL DUTIES:**

#### **Fundraising:**

- Implement department annual fund strategy focused on entry through mid-level donor cultivation and retention
- Cultivate, steward, secure gifts from, and build ongoing relationships with a portfolio of mid-level donors
- Manage implementation of the sponsorship program, including agreement preparation, documentation, execution and delivery of sponsor benefits
- Implement donor recognition strategies
- Research prospective grant funders, write and submit grant applications in collaboration with team members, and ensure grant stewardship and reporting
- In coordination with Director, assist in the implementation of department's direct mail strategies
- Provide copy writing support for cross-channel fundraising activities
- Participate in and support fundraising and community relations events as assigned

- Lead in the implementation of giving days (AZ Gives Day, Giving Tuesday, others significant to the organization)
- Provide planning support for fundraising strategies
- Assist with capital campaign initiatives as assigned

### **Data Management**

- Establish and maintain systems and processes for tracking donor interactions
- Ensure data integrity and accuracy
- Assure data is used by the team for effective donor relations and donation management, including timely pledge reminders, acknowledgements, recognition of donor milestones, etc.
- Produce regular reporting for use by the board of directors, Executive Director, Director of External Relations, and organizational purposes
- Analyze department reports to assist in ongoing evaluation of effectiveness of fundraising efforts (ROI, cost per dollar raised, etc.)

### **QUALIFICATIONS**

- Experience in direct fundraising with responsibility for implementing philanthropic initiatives in a nonprofit environment
- At least three years of experience in a comprehensive fundraising program at an established nonprofit organization
- Experience in identifying, cultivating, and soliciting individual donors, corporations, and foundations
- A record of measurable results in implementing such activities as: major gifts, annual gifts, grant writing, sponsorship programs, and membership programs
- Experience related to donor management software, including management, reporting, and data analysis
- Excellent writing and editing skills
- Ability to maintain a positive attitude and calm demeanor in a fast paced, high-volume environment
- Ability to work independently and as part of a team, with a friendly, proactive, and problem-solving approach to work
- Proficient in MS Office Suite and digital tools, with ability to learn new programs as needed
- Ability to exercise confidentiality and discretionary judgment
- Exceptional interpersonal skills in written and spoken communication formats, and professional appearance and demeanor
- Work cooperatively with a diverse group of people and a wide range of personalities and skill levels
- Full-time hours required. Weekends and evening hours as necessary.

### **Who you are:**

Top candidates will be experienced fundraising generalists with strong database management and communications skills.

- Minimum 3 years' experience in nonprofit fundraising
- Bachelor's degree or equivalent in closely related field, or equivalent experience

- Ability to thrive in a mission-driven environment with strong values and culture; passionately committed to Fox's mission, vision, and strategic direction
- Preferred: experience working in performing arts settings

**Salary:** \$57,200 - \$65,000 annually

**Location:** Tucson, AZ

**Fox Tucson Theatre Foundation's Mission Statement:**

*We make memories. We make connections. We make Tucson proud.*

**MISSION**

We enliven Tucson, fostering community growth and connections by shaping exceptional, live arts experiences in a celebrated setting.

**VISION**

Our vision is to serve as a leader and collaborative partner in a thriving Tucson cultural landscape. Central to our purpose is the ongoing enjoyment and continued vitality of a cherished and historically significant venue. Our success rests in how the theatre and its programs embody and facilitate a positive sense of place and connectedness, holding cherished memories and creating transformational new arts experiences for Tucsonans of all ages and backgrounds.

**VALUES**

**Togetherness & Community · Growth · Partnership · Respect & Inclusion · Quality & Craftsmanship · Sustainable Legacy**

**Fox Tucson Theatre's commitment to Diversity, Equity, Inclusion, and Access**

The Fox Theater Tucson is an equal opportunity employer and is committed to fostering an environment that is inclusive and welcoming for board and staff members with different backgrounds, identities, and lived experiences. Their culture embraces differences in gender expression and identity, age, culture, ancestry, ethnicity, race, color, sexual orientation, physical ability, learning style, religion, familial status, marital status, occupation, veteran status, nationality, citizenship, socio-economic status, and the many forms of composite subjectivity and life experiences.