

POSITION SUMMARY

The Development Manager - Corporate & Foundation Relations is the Conservancy's leading strategist for securing programmatic support from both foundations and corporations – including corporate philanthropy, grants, and annual sponsorships.

RESPONSIBILITIES INCLUDE

Fund Development and Stewardship

- Create and manage a corporate and foundation development plan to coordinate with the Director of Development and Conservancy's content experts to identify strategic and programmatic funding opportunities that match with potential foundation and corporate initiatives. Modify the plan as needed with new and innovative fundraising strategies to overcome challenges as circumstances evolve.
- Grow unrestricted corporate giving and event sponsorships.
- Proactively coordinate with the Director of Development and leading volunteers, including Board Members and Volunteers, to identify, and provide referrals to, key contacts at foundations and corporations to explore support for Conservancy objectives. Identify and deepen relationships with advocates within organizations to help secure funding; monitor and approach potential supporters with optimal timeliness per their funding cycles, proposal deadlines, and giving priorities.
- Arrange and/or conduct coaching and training with staff and volunteers as needed, especially to expand referrals to, and advocacy with, potential donors.
- Research and seek an understanding of each potential funder's priorities and guidelines; develop and write funding letters of inquiry, proposals, and complete funding applications, that are customized for each funder for optimal effectiveness.
- Create cultivation and solicitation strategies for potential foundation and corporate donors and implement them through phone calls; emails; cultivation events; and personal meetings and tours, including with the Conservancy's leadership and/or content experts. Track the progress of engaging prospects through monthly meetings with the Director of Development and the Development Manager who oversees the prospect management system.
- Manage Foundation portfolio by overseeing the grant writer consulting firm. Ensure grant reporting is calendared, timely, and thoroughly in compliance with the funding agreement.
- Provide event planning oversight and project management by taking a lead role in the planning and execution of events. This position also supports the implementation of best practices and the adoption of high standards of excellence for fundraising events.

Leadership and Teamwork

- Ensure that grant reporting is calendared, timely and thoroughly in compliance with funding agreements; and that sponsor benefits are relevant, compelling, and fulfilled.
- Create funding agreements, or revise foundation/corporate funder templates, to ensure that partnerships are mutually beneficial, as well as legally, fiducially, ethically, and programmatically acceptable to the Conservancy.
- Coordinate with the Director of Director to ensure the most effective cultivation and promotional publications and website content to ensure compelling stewardship and donor recognition.
- Ensure that fundraising revenue from foundations and companies is projected and reported accurately with consistent transparency. Coordinate with the Director of Development to prepare and improve user-friendly monthly reports that highlight and analyze fundraising progress. Attend and present on the



progress and priorities of foundation/corporate fundraising at team meetings, and Board of Directors meetings, as requested.

- Proactively seek out and participate in online professional development to remain aware of best practices to incorporate; advocate for critical resources to grow the foundation and corporate outreach.
- Other duties, as assigned.

CANDIDATE QUALIFICATIONS

- Bachelor's degree in a related field.
- 3 or more years of experience in development or related field.
- OR equivalent combination of education and experience in related/applicable areas.
- Ability to plan, schedule, provide structure, set expectations, and follow up on results
- Must have exceptional attention to detail, be able to multitask, be organized, fast, efficient, skilled at prioritizing and meeting deadlines, and excel in a fast-paced environment with the ability to keep a positive outlook under pressure.
- Experience in working with CRM databases.
- Ability to interact well with a wide variety of people, including volunteers, scientists, donors, elected officials, the general public, and the Conservancy Board of Directors.
- Advanced computer skills including Microsoft Office Suite.
- Excellent writing and public speaking skills
- Ability to take initiative and work independently; knowing when to seek assistance
- Ability to work some nights and weekends
- May be required to move up to 30 lbs.
- Must be able to pass a standard background check
- A valid driver's license and access to reliable transportation

Like all of our team members, this role is expected to contribute to a culture based on respect, teamwork, and collaboration. Adaptability, creativity, and a passion for the environment and Conservancy are a must.

Working Conditions

Work is performed in an office setting as well as outdoors. Some local travel to meetings is required.

INSTRUCTIONS – HOW TO APPLY

A complete application contains the following items:

- A cover letter, not to exceed one page.
- A comprehensive resume or curriculum vitae.

Items should be saved together in one PDF (.pdf) or Word document (.doc or .docx), and saved with a file name in the following format:

LastnameDMCFRpplication.pdf or LastnameDMCFRAApplication.doc or LastnameDMCFRAApplication.docx

Complete applications should be attached to an email message and sent to jobs@mcdowellsonoran.org. Applications will not be accepted through any other means.

Application Submission Deadline: Open Until Filled



MCDOWELL
SONORAN
CONSERVANCY

The McDowell Sonoran Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The McDowell Sonoran Conservancy complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.