

JOB TITLE: Development Manager – Individual Giving**DATE WRITTEN:** October 2024**FUNCTIONAL AREA:** Development**DATE APPROVED:** April 2025**REPORTS TO:** Chief Executive Officer**PREPARED BY:** Chief Operating Officer**GRADE:** Full Time – Exempt**SALARY:** \$60,000 - \$70,000

ORGANIZATION SUMMARY

The McDowell Sonoran Conservancy is a long-established nonprofit organization based in Scottsdale, Arizona. For over 30 years we have led conservation in the McDowell Sonoran Preserve and enhanced community well-being through stewardship, science, and education.

The McDowell Sonoran Preserve is the largest urban preserve in the United States, offering stunning landscapes, diverse wildlife, and opportunities for outdoor recreation. From hiking and biking to exploring its natural wonders, the Conservancy plays a vital role in protecting this desert treasure for future generations. Each year, our 600 volunteer stewards engage with over 120,000 visitors, ranging from local residents to international tourists, on the trails, in lectures and local community events.

As guardians of the McDowell Sonoran Preserve, we cultivate meaningful experiences. Whether through groundbreaking ecological research or the restorative power of time on the trails, we help people of all ages connect with one of the world's most biodiverse deserts.

JOB SUMMARY

The Development Manager - Individual Giving is responsible for building and strengthening relationships with individual donors to increase financial support for the McDowell Sonoran Conservancy. This role focuses on developing and implementing strategies to engage, solicit, and cultivate individual donors across giving levels, with a special emphasis on gifts ranging from \$100 - \$4999.

MAJOR JOB FUNCTIONS

- Develop and implement a comprehensive individual giving strategy to increase donor engagement, retention, and upgrade giving levels
- Cultivate relationships with individual donors through regular communication, personalized stewardship, and one-on-one meetings
- Create and execute tailored stewardship plans for donors, recognizing contributions and sharing impact updates to maintain strong donor connections
- Identify, qualify, and manage a portfolio of individual donor prospects, focusing on securing new and increased contributions based upon their giving history, financial capacity and alignment with the Conservancy's mission
- Prepare compelling fundraising appeals, personal solicitation letters, and proposals that align donor interests with the Conservancy's mission and programs
- Collaborate with leadership to support major gift solicitations, including preparing briefing materials and coordinating follow-up activities
- Support annual giving campaigns by developing and implementing targeted appeals, including direct mail, email, and digital campaigns

stewardship. education. science.

- Track and analyze individual giving performance, adjusting strategies to meet or exceed annual revenue goals
- Collaborate with marketing efforts to ensure campaign messaging and materials are engaging, accurate, and aligned with brand standards
- Plan and execute donor engagement events, such as tours, cultivation gatherings, and special events, to strengthen relationships and increase donor involvement
- Collaborate with event planning to support donor-related event logistics, such as invitation lists, personalized follow-up, and sponsorship opportunities
- Represent the Conservancy at community events, networking functions, and other engagement opportunities to increase visibility and connect with potential donors
- Collaborate with the CEO to set annual individual giving revenue goals, establish key performance metrics and evaluate success in meeting fundraising targets
- Contribute to the overall individual giving strategy, aligning efforts with broader fundraising goals and Conservancy initiatives
- Maintain accurate records of donor interactions, gift details, and follow-up activities in the Conservancy's CRM or donor database
- Track donor activity and engagement metrics to assess the effectiveness of strategies and inform adjustments to the individual giving program
- Prepare quarterly and annual reports on individual giving outcomes, donor growth, and fundraising performance for internal review
- Stay informed on best practices in individual giving, donor engagement, and stewardship to continuously improve the Conservancy's approach
- Collaborate with staff, volunteers, and board members to identify and provide referrals to possible donors
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business, Marketing, Communications, or related field, or equivalent experience
- 3-5 years of experience in individual fundraising, sponsorships, sales or related development experience, preferable in a nonprofit organization
- Proven success of cultivating, soliciting, and stewarding individual donors, with experience managing a donor portfolio
- Strong written and verbal communication skills with the ability to craft compelling donor appeals and convey the impact of donations
- Excellent interpersonal communication skills with the ability to interact well with a wide variety of people, including partners, volunteers, staff, board, donors and the general public
- Passion for building relationships and connecting donors with the organization's mission
- Strong organization and project management skills with the ability to handle multiple projects and manage competing priorities
- Proficiency in CRM software (e.g., Virtuous, Salesforce, Raiser's Edge) and grant tracking tools, along with Microsoft Office Suite or Google Workspace
- Passion for the mission of the Conservancy and understanding of the importance of individual donor contributions to achieving its goals
- Must be able to lift up to 25 pounds
- Must be able to pass a standard background check
- A valid driver's license and access to reliable transportation
- Ability to work off-hours with occasional evenings, weekends, and/or holidays

Preferred skills and experience

- Experience working with non-profit organizations
- Experience working with volunteers to accomplish goals

Working Conditions and Culture

Work is performed in an office setting as well as the outdoors. Local travel is required. Local travel is required to the preserve, funder meeting, conferences, outreach events and partner meetings. The Conservancy reimburses mileage according to Federal travel rates.

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

Benefits

- 60% Employer paid Medical insurance
- 100% paid Vision, Life, AD&D, STD, LTD
- 403(b) Retirement with 50% match up to 4% of base salary
- Voluntary group Dental Insurance
- 10 Sick leave days
- 15 Vacation days
- 13 paid Holidays
- Work from home opportunities

To Apply:

Please email your resume and cover letter to: careers@mcdowellsonoran.org

MCDOWELL SONORAN CONSERVANCY

Attn: Human Resources

15300 N. 90th St., Suite 400, Scottsdale, AZ 85260

Ph: 480-998-7971

careers@mcdowellsonoran.org

McDowell Sonoran Conservancy is an EEOC, Employment-At-Will employer along with a Drug-Free and Commercial Smoke-Free work environment. All employment is based upon appropriate clearances.