

**JOB TITLE:** Development Director**DATE WRITTEN:** August 2025**FUNCTIONAL AREA:** Development**DATE APPROVED:** August 2025**REPORTS TO:** Chief Executive Officer**PREPARED BY:** Chief Executive Officer**GRADE:** Full Time – Exempt**SALARY:** \$95,000.00 - \$105,000.00

#### 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 Director of Development (DoD) leads the Conservancy's efforts to generate private support, designing and managing all fundraising strategies to advance the organization's mission.

#### MAJOR JOB FUNCTIONS

- Oversee all fundraising revenue targets, including membership, major giving, and fundraising events, and develop creative strategies to overcome challenges.
- Implement and maintain the Strategic Development Plan.
- Ensure accurate fundraising forecasts and steady growth through transparent monthly reporting.
- Share fundraising progress updates in meetings with the Leadership Team, staff, Board of Directors, and committees as required.
- Work with the CEO and Board to identify, prioritize, and cultivate donors, with an emphasis on major gifts over \$10,000.
- Collaborate with leadership to create actionable strategies for major giving prospects.
- Lead prospect tracking meetings to review donor cultivation and next steps.
- Support the CEO and Board in engaging prospects and donors, arranging meetings, tours, and preparing reports, promotional materials, proposals, and presentations.
- Build and maintain strong relationships with major individual, corporate, and foundation donors.
- Expand the planned giving program, focusing on "blended gifts" that combine current and planned contributions.
- Support Development Manager(s) in growing annual fundraising, grant programs, and sponsorships.
- Lead the Development team, including recruiting, onboarding, and professional growth.

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- Set annual goals for direct reports and monitor performance through clear metrics.
- Ensure the development of compelling electronic and print materials for fundraising priorities.
- Work with staff to review partnerships and pursue joint funding opportunities.
- Train and encourage board committee members to reach revenue goals, providing the necessary administrative support.
- Participate in regular Leadership Team meetings to stay informed, align messaging, optimize resources, and contribute to long-term planning.
- Other duties as assigned

#### MINIMUM QUALIFICATIONS

- Bachelor's degree required.
- Minimum of 3 years as a non-profit Development Director, or 5 years as a senior development manager with a \$1 million+ portfolio.
- Strong multitasking, organizational, and prioritization skills with the ability to work in a fast-paced environment and meet deadlines.
- Positive attitude under pressure.
- Experience working with a broad range of individuals including partners, volunteers, staff, board members, and donors.
- Advanced proficiency with Microsoft Office Suite.
- Excellent written communication skills.
- Ability to pass a standard background check.
- Valid driver's license and reliable transportation.
- Willingness to work evenings, weekends, and holidays as needed.

#### Preferred skills and experience

- Experience with Virtuoso or similar CRM systems.
- Proven record of collaborating with volunteers.
- Knowledge of natural sciences and the Sonoran Desert.
- Understanding of interpretive principles and techniques.

#### 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



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- Work from home opportunities

**To Apply:**

Please email your resume and cover letter to: [careers@mcdowellsonoran.org](mailto:careers@mcdowellsonoran.org)

**MCDOWELL SONORAN CONSERVANCY**

Attn: Human Resources

P.O. Box 13176 Scottsdale, AZ 85267

Ph: 480-998-7971

[careers@mcdowellsonoran.org](mailto: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.*