



Position Description

Position Title: Philanthropy Associate
Reports to: Philanthropy Manager
Type of Employment: Full Time
Status: Hourly (Non-exempt, eligible for overtime)

Position Summary

Tohono Chul is a 49-acre public garden in Tucson, Arizona whose mission is to enrich people's lives by connecting them with the wonders of nature, art, and culture in the Sonoran Desert region and to inspire wise stewardship of the natural world. Founded in 1985, Tohono Chul has been a celebrated destination for locals to global visitors and deemed "One of the World's Ten Best Botanical Gardens" by Travel + Leisure Magazine.

Tohono Chul seeks an organized and team-oriented Philanthropy Associate who will thrive in a fast-paced environment and who is well-suited to working collaboratively with a small staff. The Philanthropy Associate is responsible for all administrative aspects of philanthropy and facilitates philanthropy activities including donor stewardship; direct mail appeals; and special events. The position reports to the Philanthropy Manager and is a member of the Strategic Growth team. Requires some work on weekends, evenings, and holidays.

Essential Duties and Responsibilities

- Process all gifts and prepare acknowledgement letters and other correspondence
- Maintain donor files in Raiser's Edge
- Create monthly fundraising reports and other fund development reports, as needed
- Continually update and correct database records
- Assist staff with note entry/moves management in donor database
- Coordinate production and mailing of all appeal letters
- Track proposals and reports for all foundation and corporate donors
- Assist in maintaining relationships with donors by sending programmatic updates and special events greetings (holiday cards; donor anniversary cards; birthday cards; etc.)
- Draft and send all acknowledgement letters for gifts
- Assist with capital and special campaigns
- Prepare donor reports
- Maintain philanthropy calendar
- Assist with the Tohono Chul newsletter, the Desert Corner Journal, and Annual Reports
- Plan, execute, and evaluate donor stewardship and fundraising events and touches
- Process and prepare donations to other non-profit organizations
- Assist with new member tours and assist with membership data entry, when needed

Qualifications

Required:

- High School diploma or GED
- Minimum of 2 years' experience in administrative position
- Proficiency in Microsoft Suite of products (Word, Excel, etc.).

Preferred:

- Experience working with Raiser's Edge
- Nonprofit administration experience
- Experience working with volunteers
- Positive relationships in Tucson region
- Knowledge of the art, natural and cultural history of the Sonoran Desert region

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; stand; and talk and hear. The employee may have to lift and or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually low.

To Apply

Submit a resume, a letter of interest, and 3 references to humanresources@tohonochul.org Tohono Chul strongly encourages people of color, LGBTQ individuals, people with disabilities, and members of under-represented communities to apply. Applications will be considered until the position is filled.

