

DIRECTOR OF STEWARDSHIP FRIENDS OF VERDE RIVER

The Verde River is one of the last remaining healthy, perennially flowing rivers left in Arizona. The Verde River system, including its connected streams, creeks, and groundwater resources, supports the economies of rural Verde Valley communities and businesses both as a vital water supply and as a driver of tourism and recreation. Friends of the Verde River is a nonprofit conservation organization that has been working collaboratively for the past decade to restore and sustain river flows and habitat, while building community connections to the Verde River and its tributaries.

REPORTS TO: Executive Director

FLSA CLASSIFICATION: Exempt

PRIMARY RESPONSIBILITY

The Director of Stewardship is a member of the management team at Friends of the Verde River. This position is responsible for designing, implementing, and directing an integrated and comprehensive stewardship program that promotes engagement and connection with donors at all levels. The Director is a forward-thinking, innovative, and energetic professional with proven success in donor stewardship, capable of developing and orchestrating the advancement of our mission and vision. The Director manages a team (currently 2.8 FTE) with responsibilities for fundraising, events, communications, and marketing.

SPECIFIC DUTIES

- Develops and implements a strategic donor stewardship plan that appropriately acknowledges and stewards all gifts and recognizes and engages donors with a strong emphasis on major gifts.
- Develops and implements plans to retain existing donors and acquire new donors.
- Works with the Executive Director to guide the Board's Development Committee and Board fundraising.
- Oversees major events, including the Verde Valley Birding & Nature Festival, State of the Verde Watershed conference, Fiesta de la Garza, and other events.
- Manages outreach to the communities of the Verde River system, including maintaining relationships with local Chambers and other business and community groups.
- Manages digital and print communication opportunities to connect with donors and the public, including our website.
- Manages outreach and marketing, including digital and print advertising.
- Manages, mentors, and evaluates direct reports.
- Actively participates in strategic planning and reporting to the Board.

QUALIFICATIONS

- Bachelor's degree
- Minimum of 5 years' experience in stewardship, development, and donor relations.
- Previous experience working with volunteers and donors.
- Previous supervisory experience preferred.
- Ability to develop and manage department and program level budgets
- Ability to compose professional level correspondence and meet deadlines with excellent proofreading skills and command of language, grammar, spelling, and punctuation.
- Demonstrated skills, knowledge and experience in the design and execution of stewardship and donor relations activities.
- High proficiency in project management, attention to detail, prioritization of work and organizational skills required.
- High competence in computer programs, web-based content management systems and applications, and digital/social media platforms.

PERFORMANCE STANDARDS

- Passion for our mission, values, and long-term success. Consistently demonstrate the mission, vision, and values of Friends of the Verde River.
- Outstanding written, verbal and interpersonal skills. Must be able to develop interpersonal relationships with multiple constituents.
- Demonstrate integrity, impeccable ethics, initiative, enthusiasm, and the ability to establish trust and credibility.
- Demonstrate commitment and ability to:
 - Provide quality customer service.
 - Develop and manage budgets.
 - Plan, organize and remain accountable for actions.
 - Problem-solve utilizing critical thinking skills.
 - Function in a confidential manner.
 - Collaborate with other staff.

DETAILS

Friends of the Verde River operates in a hybrid work environment; people may work out of their home office but are expected to come into the office as needed. This is not a remote work job. Our office is located at 115 S. Main Street, Suite B., Cottonwood, Arizona. The organization has a \$1.9million budget and 11 employees.

Compensation includes a competitive salary commensurate with experience, in the range of \$65,000 to \$68,000, plus an excellent package of benefits.

Applications will be accepted until the position is filled. Please send application materials in one file (*cover letter, resume, **and a minimum of two professional references***) to jobs@verderiver.org.