



Ronald McDonald House Charities® of Southern Arizona

Manager of Annual Giving

Reports to: Chief Development Officer

Status: Full-time, exempt

Schedule: Monday through Friday, 8am-5pm, in-person; some evenings and weekends as needed

Salary: \$55,000-\$65,000

To Apply: Please submit a cover letter and resume to Nancy Kirk, Chief Development Officer, at nkirk@rmhctucson.org

About our Organization

Ronald McDonald House Charities of Southern Arizona (RMHC®-SA) envisions a world where every family has what they need to ensure the best health outcomes for their child. Since 1981, the Ronald McDonald House® in Tucson has provided a warm and welcoming “home-away-from-home” for families with critically ill children that have traveled to Tucson for medical care. Some stay a few days. Some stay a few months. We offer them all a comfortable place to stay in a loving, supportive environment – all at no cost to the families.

We also serve all families at Banner Children’s Diamond Children’s Medical Center and TMC for Children with the Ronald McDonald Family Room® programs – places for family members to rest and regroup just steps from their child’s bedside. We partner with local Federally Qualified Health Centers on two Ronald McDonald Care Mobile® programs to provide dental care to children in underserved areas. In December 2024, we opened the RMHC Sibling Center in connection with the Play Zone at Banner Diamond Children’s.

Inclusion and belonging are core values at Ronald McDonald House Charities of Southern Arizona. We are passionate about building and sustaining a welcoming and equitable environment for all staff, volunteers, and guests. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage

with the world, by identifying challenges, and by discovering, designing and delivering solutions.

RMHC-SA offers a competitive salary with a strong benefits package, including medical (100% paid for employee, plus 70% for family), dental, and vision insurance (both 50% for employee), retirement savings matching, and a generous PTO plan.

How You Can Help

The team at RMHC-SA is dynamic, compassionate and ambitious. A successful candidate will be a self-starter, a team player, and will share our passion for improving the lives of children and their families. Our development department functions at a high level, and we are looking for someone who can hit the ground running by taking on the duties of a seasoned fundraiser able to multitask with a variety of responsibilities. The Manager of Annual Giving will work with the Chief Development Officer (CDO) to create an annual, comprehensive, measurable fundraising strategy to support the strategic goals of the organization.

The Work

This position has primary responsibilities for all annual development activities to include:

Donor Relationships

- Manage a portfolio of annual donors of under \$5,000 to include cultivation, solicitation, stewardship and appropriate recognition
- Maintain donor recognition displays throughout the Ronald McDonald House
- Maintain and grow employee giving campaigns, working with United Way, Combined Federal Campaign, Freeport McMoRan
- Maintain memberships & applications such as Better Business Bureau, Candid, Charity Navigator, and State Registrations

Direct Mail

- Manage all aspects of two in-house appeals, creating letters, preparing the mailing list and working with the print company
- Manage any additional fundraising appeals that might be presented
- Manage all aspects of direct mail campaigns with 3rd party TrueSense Marketing to include review of creative, annual contract, quarterly reporting.

Special Events/Community Outreach

- Be the primary contact for all community 3rd party events, to include Wish List drives, speaking and public engagements

- Manage Team RMHC for El Tour de Tucson, including sponsor solicitation, rider recruitment, and peer-to-peer fundraising
- Manage any outside fundraising platforms, such as The Giving Block, AZ Tax Credit Funds, etc.
- Assist with annual House Party and Walk for Kids

Minimum Qualifications

- A minimum of three years' relevant work experience developing funds for a nonprofit organization
- Bachelor's degree is preferred, but experience in lieu of a degree may be acceptable
- Bilingual in English and Spanish is preferred but not required
- A track record as an excellent communicator, in writing as well as verbally, a good listener and able to strategize
- An independent, self-starter who can work alone, yet has the ability and desire to work in a team-based environment
- Creativity, and a propensity for matching vision with execution
- This position requires standing and walking for long periods of time during special events as well as the ability to bend, lift, push, pull or carry supplies weighing at least 20 pounds
- This position also requires long periods of sitting and computer work
- Must pass background and drug test

Knowledge, Skills and Abilities

- Extensive knowledge of principles and techniques of development/fundraising
- Proficiency with fundraising databases and customer relationship management programs, preferably Raiser's Edge
- Proficient with Microsoft Office
- Ability to be professional, diplomatic, collegial, and effective in working with diverse groups and individuals
- Strong interpersonal skills and an ability to communicate effectively in person, in writing, and by telephone with partners and prospective partners at all levels
- Ability to represent RMHC-SA well and to enthusiastically serve as an emissary for the organization

- Must demonstrate the ability to be highly sensitive and supportive of the needs of RMHC guest families

Other

- Limited weekends and evenings will be required
- Some local/same-day travel is necessary
- This position description provides a general overview of the duties, responsibilities and work conditions of the position. It is not designed to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees in this job.

Equal Employment Opportunity

Ronald McDonald House Charities of Southern Arizona believes that all employees are entitled to Equal Employment Opportunity. We do not discriminate against employees or applicants for employment based on race, color, creed, religion, sex, gender, age, national origin, sexual orientation, disability, veteran status, pregnancy, or any other legally protected characteristic. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.