



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

Development & Communications Associate

The Development & Communications Associate is a key member of OPCS' Development team. This position provides administrative support and assists with fundraising, donor relations, marketing, communications, and community outreach activities.

Employee Benefits

Competitive Salary , Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Development & Communications Associate Duties and Responsibilities:

1. Manage and maintain accuracy of donor database. Process donations and prepare gift acknowledgement letters and other donor correspondence.
2. Compile monthly reports and reconcile donation/grant income with Finance Department
3. Organize agency's monthly community tours and assist with the planning and execution of fundraising and donor cultivation events.
4. Coordinate agency's participation in community outreach/public relations events to include scheduling, registration, maintaining records, and engagement of appropriate OPCS staff.
5. Procure in-kind donations and coordinate community drives to collect items needed by the population we serve.
6. Contribute to the production and implementation of appeal campaigns and other fundraising strategies.
7. Contribute to the design and reporting of direct/digital campaigns and marketing.
8. Contribute to social media, compiling of newsletters and annual report, and updates website as needed.
9. Responsible for recording allocation and compiling reports for grants managed by Development Department.
10. Coordinates volunteer activities.
11. Other duties as assigned.

Development & Communications Associate Qualifications: Demonstrated interest in nonprofit work and a strong commitment to the mission of OPCS. Bachelor's degree and 3+ years of professional working experience in either fundraising, communications, or marketing. Experience with fundraising databases and email marketing platforms; familiarity with Neon CRM and Constant Contact a plus. Exceptional communication skills, including the ability to present information concisely and effectively, both verbally and in writing. Strong administrative and computer skills, proficiency in Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, and Publisher; familiarity with Canva and Adobe Creative Suite (Photoshop, InDesign, Illustrator) a plus. Experience with social media platforms. Ability to prioritize concurrent projects with a high level of attention to detail. Responsible, dependable, energetic self-starter with a strong interpersonal skill and a commitment to a team approach. A flexible schedule with availability on some nights and weekends. Ability to work with culturally and socioeconomically diverse populations. Must possess a current AZ Driver's License and Insurance and have reliable transportation. Bilingual and/or a Veteran is a plus.

Job Status
Full Time

Pay Rate
\$18.57 - \$23.21

Pay Comments
Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check is conducted pre-employment.