

Native Seeds/SEARCH

Position Announcement: Development (Fundraising & Membership) Coordinator Full time (hourly) with benefits Based at the Conservation Center, Tucson, AZ

We are searching for an individual who is highly organized, proficient in data management and excited about fundraising. The ideal candidate will play a pivotal role in our team under the guidance of the Director of Marketing & Development. This role offers a unique opportunity to contribute to a meaningful cause — supporting the conservation of arid-adapted seeds in the Southwest. If you are driven by a passion for development work and possess the skills to match, we invite you to join our mission in this vital capacity. This position will report to the Director of Marketing and Development and is based at the Conservation Center.

Native Seeds/SEARCH is a non-profit that conserves and promotes the food and farming traditions of the desert Southwest. Our collection of dryland open-pollinated seeds has cultural roots in over 50 indigenous and other communities. Specifically, the collection includes many varieties of corn, beans, squash, as well as food and fiber plants traditionally grown by farmers of the Southwest. Each year we regenerate a portion of the seed collection for conservation needs and to distribute to the public.

Duties and Responsibilities:

Support to fundraising campaigns:

- Manage incoming donations and donor questions
- Assist in the creation of donor email communications
- Process all gifts (including in-kind goods and services)
- Thank all donors via phone, email and/or written correspondence in a timely manner
- Help analyze data from fundraising campaigns

Manage the Membership & Donor programs

- Maintain prompt donor and member communications from online and phone inquiries
- Create donor and member communications via email and direct mail
- Coordinate quarterly member tours (groups), and as-needed donor tours (individual)
- Assist in donor cultivation (assigning donors to appropriate staff or board for additional communication & outreach)



Data management and general donor/membership responsibilities

- Continually update and maintain CRM (database records)
- Assist in developing targeted mailing lists for donor and member communications
- Assist in reporting: including monthly fundraising and membership reports
- Enter/maintain grant info in CRM
- Assist the Executive Director and Development Director by handling administrative duties, which include preparing and printing materials as requested.
- Welcome and greet occasional drop-in visitors

Required Qualifications:

- Bachelor's degree
- Two years of experience in fundraising, admin or customer service
- Highly organized, meticulous attention to detail and strong data management skills
- Enjoy and excel at interacting with a broad spectrum of people, including influential community leaders
- Proficiency in Microsoft Office programs (Word, Excel, Powerpoint)
- Valid Driver's License with paid insurance and reliable transportation

Desired Qualifications:

- Ability to work under both direct supervision and independently
- Excellent time management and problem-solving skills
- Experience in CRM management: Neon, Salesforce, or similar
- Enthusiastic about engaging with stakeholders through phone calls
- Ability to maintain confidentiality and discretion at all times

To Apply

- Please submit a cover letter and CV to: maidenanna@gmail.com
- Salary range: Starting at \$17-\$20/hr, depends on experience

NS/S is an equal opportunity employer and complies with all state and federal laws for fair and lawful hiring. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.