



The Archaeological Conservancy

<https://www.thearchcons.org>

**JOB ANNOUNCEMENT -
DIRECTOR OF MEMBERSHIP & INDIVIDUAL GIVING**

LOCATION: New Mexico	OPENING DATE: February 5, 2025
JOB TYPE: Full Time / Year Round	CLOSING DATE: Open until filled
SALARY: \$85,000 - \$105,000 annually, commensurate with experience.	

JOB SUMMARY

The Director of Membership and Individual Giving is responsible for planning and implementing the membership program and developing an individual giving and major gift program that meet the annual revenue and strategic goals of the Conservancy. A highly effective storyteller, fundraiser, and relationship-builder, the Director of Membership and Individual Giving can passionately communicate the Conservancy's impact by fulfilling its mission of preserving the past...for the future.

This role is integral to strengthening the Conservancy's relationships and visibility throughout the country and ensuring that the Conservancy meets its annual goals for fundraising, major gifts, corporate support, special events, and building relationships. Additionally, this role requires a dynamic and strategic leader with strong organizational skills who thrives in a fast-paced, varied, and evolving environment.

The Director of Membership and Individual Giving communicates, socializes, and cultivates a wide range of supporters and members, including board members and major donors. Responsibilities include the strategizing, management, and analysis of the Conservancy's direct mail campaigns; identifying, cultivating, soliciting, and stewarding prospects to develop individual donor portfolios; establishing processes and structures to manage and monitor significant fundraising and community outreach efforts; and identifying areas for strategic improvements. The Director of Membership and Individual Giving also performs a variety of duties as assigned.

SUPERVISORY RESPONSIBILITIES

The Director of Membership and Individual Giving works under the direct supervision of the President. This position entails direct supervisory responsibilities of administrative staff, including administrative specialists. This role works cooperatively with other Conservancy departments on project-specific activities, such as digital outreach, tours, and *American Archaeology* magazine.

ESSENTIAL JOB FUNCTIONS/DUTIES

- Fundraising
 - Strategize, manage, and analyze the Conservancy's direct mail campaigns, which include annual solicitations to acquire, renew, and upgrade support from individuals and businesses at multiple times throughout the year, as well as special project campaigns.
 - Research and implement new fundraising strategies.
 - Manage donor records using CRM tools to ensure consistent gift tracking and acknowledgment.
 - Develop, track, and report on Key Performance Indicators (KPIs) for fundraising efforts, including donor retention rates, acquisition metrics, gift size growth, and overall revenue targets.
- Individual Giving & Major Gifts
 - Identify major donors from the membership and supporter base, conducting exploratory meetings to assess capacity for giving.
 - Create and execute personalized relationship and gift goals for each major donor, developing tailored engagement plans.
 - Research, cultivate, and solicit support from foundations and corporations in addition to major donors.
 - Maintain a high level of personalized engagement with foundations, corporations, and major donors.
 - Lead collaboration with the Conservancy's current board members as well as other key stakeholders to leverage their networks, expertise, and resources in fundraising efforts and donor relations.
 - Measure success through the qualification of major donors, financial goals achievement, and successful execution of donor engagement plans.
- Partnership Building & Community Engagement
 - Coordinate special donor events, celebrations, and tours to foster donor engagement.
 - Represent the Conservancy as requested at events or other activities to cultivate relationships.
 - Provide consistent communication with community members, supporters, partners, and stakeholders.
 - Help move the Conservancy to the forefront of donors' and prospective donors' minds for charitable giving and investment and develop outreach strategies that highlight the Conservancy in the local and national markets.
 - Actively participate in the Conservancy's activities, including project site visits, board meetings, staff retreats, and other events.
- General & Financial
 - Assist the President with developing the annual fundraising and organizational budget. In collaboration with the President and finance committee, manage development revenue and expense budgets and forecasts.
 - Work effectively and collaboratively with internal board and staff, including committees, special projects, digital outreach, *American Archaeology* magazine, and regional staff.
 - Perform other work as assigned; may be involved in special projects that are unrelated to primary and essential job functions.
 - Continue professional development and education to remain cognizant of current methods and procedures.
 - Support Conservancy goals and understand and interpret all organizational policies and procedures.

- Prepares concise written reports as necessary or directed.
- Regular, predictable, and dependable on-site workplace attendance is an essential function of the job.
- Extensive travel throughout region and country to meet with donors and members.

REQUIRED SKILLS/ABILITIES

- A minimum of 5-7 years of proven experience in progressively responsible development positions, including direct fundraising.
- Demonstrated track record of fundraising success in the cultivation, solicitation, and stewardship of major (six-figure) gifts, including success in strategically engaging and securing gifts from previously unaffiliated constituencies.
- Strong ability to analyze data and use metrics to inform and optimize fundraising strategies.
- Proficiency in donor database software and prospect research programs. Strong computer skills in Office 365 and the use of the Internet are required.
- Flexibility to work occasional evenings and weekends as needed.
- Exceptional interpersonal skills with the ability to build, foster, and maintain positive professional relationships with colleagues, board members, organizational partners, donors, and stakeholders.
- Ability to clearly articulate the Conservancy's impact on archaeological conservation to inspire new and increased support, including providing guidance on print and digital communications and conducting meetings with prospective donors, professional financial and estate planners, and other constituencies.
- Demonstrate a commitment to the Conservancy, archaeology, and protecting important places.
- Proven experience in team management and supervisory roles, with a demonstrated ability to lead, motivate, and develop high-performing teams.
- Demonstrated preservation/conservation ethic and/or public interest ethic. Must have high motivation and passion for the mission.
- Must have proven communication skills, including written, verbal and active listening and must be flexible and responsive to changing work priorities.
- Ability to work with a wide variety of people, from farmers to corporate executives.
- Ability to work independently and decisively and to successfully complete a wide variety of tasks.
- Ability to travel extensively.
- Ability to determine and manage the work to be accomplished in both the short- and long-term outlook.
- Ability to plan, organize, assign, coordinate, review, and evaluate the work of staff, contractors, and volunteers.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

Work is performed indoors and outdoors, with a high degree of public interaction. Outdoor work may include walking on varying terrain and in varying weather conditions. Outdoor work may involve inclement weather and exposure to hot and cold temperatures for extended periods. Must be able to climb, hike in areas of uneven footing, bend, kneel, stoop. Must be able to stand and sit for long periods of time. Must be able to lift up to 50 lbs. May be exposed to loud noise.

Work entails listening, verbally communicating, driving a personal motor vehicle, writing reports, attending meetings and conferences, and operating computers and standard office equipment. Work involves managing multiple concurrent tasks with specific deadlines and requires confidentiality, discretion, reasoning, judgment, and problem-solving skills; working with interruptions; and extensive

public contact both in person and via email or telephone. Work may be alone or as a member of a team.

Work Schedule: Schedule is generally a 40-hour work week, but is subject to change, based on organizational needs.

EDUCATION & EXPERIENCE

- Bachelor's degree required.
- A minimum of 5-7 years of proven experience in progressively responsible development positions, including direct fundraising.
- Demonstrated experience with Microsoft Word, Excel, Outlook Mail, and Office 365.

LICENSES OR CERTIFICATES

- A valid Driver's License in the state of New Mexico is required within 30 days of hire.

LOCATION

Santa Fe, NM preferred.

EFFECTIVE DATE

February 2025 – Open until filled.

APPLICATION PROCEDURE

Send resume and letter indicating interest in this position to:

The Archaeological Conservancy
1717 Girard Blvd NE
Albuquerque, NM 87106

or email anne@thearchcons.org.



The Archaeological Conservancy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local law.