

## **Managing Director (part-time, contract)**

**Location: Remote (must reside in the greater Tucson area)**

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Friends of Ironwood Forest (FIF) is a nonprofit organization in the Tucson area dedicated to the long-term protection, stewardship, and appreciation of Ironwood Forest National Monument. Through volunteerism, education, advocacy, and partnership, FIF works to ensure that this remarkable Sonoran Desert landscape remains protected for future generations.

Friends of Ironwood Forest is now seeking an experienced part-time contractor to serve in a role similar to a Managing Director. The contractor will work closely with the Board of Directors to advance the organization's mission and strengthen its capacity, effectiveness, and impact. The Managing Director will play a central role in guiding FIF through its next phase of organizational development while supporting the long-term protection of Ironwood Forest National Monument.

The position is primarily remote, with the expectation that the contractor resides in the greater Tucson area and is available for occasional in-person meetings, events, and partner engagement.

The application deadline is March 25, 2026. Early applications are encouraged. More application information is below.

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## **Responsibilities**

### **Board of Directors and Committee Support**

- Coordinate with the Board Chair on meeting agendas, materials, recommended actions, and logistics
- Provide administrative and operational support to the Board of Directors
- Prepare reports and background materials as requested
- Conduct day-to-day administrative functions of the organization
- Provide oversight and coordination of contractors and consultants
- Serve as a resource and administrative support for FIF committees

### **Financial and Fundraising Support**

- In coordination with the Treasurer and bookkeeper, support maintenance of financial records and monitor operating budget, accounts payable and receivable, and financial reporting
- Ensure consistency between internal records and monthly financial reports, including budgets, cash flow, donations, grants, and donor reports
- Coordinate development of an annual fundraising plan to meet revenue goals and report progress quarterly
- Manage individual giving, including maintaining the donor database and donor correspondence
- Manage fundraising materials and donor communications
- Identify and pursue grants and other funding opportunities in collaboration with the Board

- Support Board-led fundraising efforts by tracking prospects and coordinating follow-up
- Maintain relationships with existing funders and complete required grant reports

### **Programs, Operations, and Organizational Support**

- Support FIF's programs and advocacy efforts in alignment with strategic goals and grant requirements
- Manage submission of annual permits, fees, and reports to the Bureau of Land Management
- Oversee annual purchases of Directors & Officers insurance, liability insurance, and other nonprofit administrative requirements
- Help align program activities with funding opportunities and donor priorities
- Ensure organizational compliance with nonprofit best practices, including record retention and policies

### **Communications, Outreach, and Public Engagement**

- Develop and implement communications strategies that increase FIF's visibility, credibility, and impact
- Maintain and coordinate public-facing materials, including website content, social media, newsletters, and outreach materials
- Ensure brand consistency across digital communications, social media, partner materials, and Board communications
- Propose and support projects that advance FIF's mission and strengthen community engagement
- Identify opportunities for collaboration with public agencies, partner organizations, and community groups
- Maintain proactive, positive communication with stakeholders and partners
- Manage advocacy efforts in coordination with partners and the Board

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### **Location and Hours**

The Managing Director will work remotely and must reside in the greater Tucson area to attend occasional in-person meetings, events, and partner engagements.

The position requires an average of 6–10 hours per week. The schedule is flexible, with availability required for scheduled Board meetings, outreach events, and time-sensitive organizational matters.

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### **Compensation**

This is a part-time contractor position. Compensation is between \$30-\$40/hour, commensurate with experience, paid monthly. The contractor is responsible for all taxes as an independent contractor. No benefits are provided.

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## Essential Qualifications

- Demonstrated commitment to public lands protection and desert ecosystems
  - Experience in nonprofit administration, financial oversight, and fundraising
  - Ability to work effectively and collaboratively with a volunteer Board of Directors
  - Demonstrated success building partnerships and working in transparent, consensus-oriented environments
  - Strong organizational and project management skills with attention to detail
  - Excellent written and verbal communication skills
  - Ability to manage budgets and advance strategic objectives
  - Technical proficiency with Google Workspace (Docs, Sheets, and Meet), Microsoft Office, Zoom, donor databases (Bloomerang), and bookkeeping systems
  - Ability to manage multiple priorities independently and meet deadlines
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## Desired Qualifications

- Experience with conservation, public lands advocacy, environmental policy, or desert ecology
  - Experience in coalition-building and community engagement
  - Entrepreneurial mindset and demonstrated leadership in mission-driven organizations
  - Spanish language proficiency desired but not required
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## To Apply

Please email a one-page cover letter and a résumé of no more than two pages (combined into a single PDF document) to [jobs@ironwoodforest.org](mailto:jobs@ironwoodforest.org) by March 25, 2026.

Friends of Ironwood Forest is committed to fostering an inclusive and collaborative organizational culture and encourages applications from individuals who are passionate about protecting public lands and desert ecosystems.