



Administrative Manager Position Description

Independent Contractor

Organizational Description

[Valley of the Moon](#) (VOTM), created in 1923 by George Phar Legler for the enjoyment and inspiration of children, was formally incorporated as a nonprofit in 1945 with the mission of advocating tolerance towards all religions and fostering inclusion and brotherly love for all mankind, regardless of race, creed, or color.

The George Phar Legler Society Inc. continues to protect and operate this magical place as a setting for quality theatrical, wellness, environmental, and other educational programs for the community. While this is an enchanted, imaginative, fun place for people of all ages, it is also a venue for effective education in arts, history, culture, and historic preservation.

Our vision is a restored Valley of the Moon where a diverse community experiences the wonder of this historic landmark.

Currently operated entirely by volunteers, VOTM is now ready to engage an independent contractor to provide administrative, marketing, volunteer recruitment, and fundraising support, working with its committed team of volunteers, to enable the organization to grow and thrive. The expectation is that reasonable priorities will be set for this part-time contract position, with an opportunity for more hours and the possibility of full-time employment in the future.

Valley of the Moon is an equal opportunity employer and complies with all Federal and Arizona State laws, regulations, and executive orders regarding non-discrimination and affirmative action. We are serious about inclusion, as this has been a stated purpose of our nonprofit since first incorporating in 1945.

Responsibilities

- Develop and implement a marketing strategy and annual calendar, including website and social media communications
- Manage and implement a fundraising calendar, with support from volunteers; maintain accurate gift and donor database
- Develop an earned income strategy that includes goals for partnerships, events such as weddings, and other revenue-generating activities
- Develop a volunteer recruitment strategy
- Develop and implement an annual membership campaign
- Provide timely communication with Board members, donors, visitors, and volunteers
- Represent Valley of the Moon at community and media events as needed
- Perform other duties as assigned

Skills and Knowledge. The **ideal candidate** will possess the following:

- Associate's degree or higher in business, marketing/communications or related field, or equivalent combination of education and work experience
- Experience in the nonprofit sector, preferably with fundraising experience
- Excellent written and verbal communication skills
- Proficiency in information management for business applications
- Proficiency in social media and website editing

Other essential qualities

- Self-motivated and able to take instruction and critical feedback
- Integrity: refrains from the appearance of impropriety
- Able to present information concisely and effectively, verbally and in writing
- Able to organize and prioritize work
- Able to effectively manage time, work independently, and ask for help when needed
- Excellent interpersonal skills

Working Conditions

- Must have the capacity and ability to do computer work off-site. This position calls for a combination of remote and on-site activities.
- Part-time hours budgeted for 15-20 hours weekly. May include weekends and evenings
- Contractor will report to VOTM Board President on a regular basis

Pre-employment Screenings

Valley of the Moon conducts pre-employment screenings for all positions, which includes a background check and work history.

Qualified and Interested Application Information

Deadline: Open until filled

Job Type: Part-Time Independent Contractor

Wages: Between \$25-30 per hour, depending on experience; benefits not included

Apply now by submitting the completed application, your resume and two examples of your written work product to: apply@tucsonvalleyofthemoon.net