

SOUTHERN ARIZONA AIDS FOUNDATION

DIRECTOR OF DEVELOPMENT JOB DESCRIPTION

Scope of Work: The Director of Development works closely with the Executive Director and Board of Directors to devise significant fundraising objectives and oversees the Development staff in achieving those objectives. The Director of Development is a full-time exempt position.

Functional Responsibilities:

- Devises annual and long-range development plans for agency in cooperation with Executive Director and Board Development Committee.
- Oversees agency's community fundraising and marketing. Takes chief responsibility for individual donor development and recognition, planned giving, and direct mail campaigns.
- Coordinates major gift solicitation with Executive Director and Board.
- Supervises development staff, including the Associate Director of Development, Associate Director of LGBTQ Initiatives, Grants Coordinator, and Development Associate.
- Coordinates, with input from the Executive Director and other relevant staff, the public relations functions of the agency. Prepares media materials, such as press releases, guest editorials, and PSAs. Interfaces with the media.
- Oversees agency marketing plan and the development of marketing materials. Coordinates with staff and outside contractors in preparation of agency marketing materials, including newsletter, brochure, annual report, and web site. Reviews and edits marketing materials for administrative, volunteer, and development functions of the agency.
- Oversees donor tracking/acknowledgment process.
- Serves as liaison with other agencies, policy-making groups, legislators, community networking groups, as pertains to funding.
- Initiates and directs major donor activities, including design and implementation of cultivation and solicitation plans for donors and prospects. Supervises other development staff as they design and implement assigned donor activities.
- Initiates and directs special fundraising campaigns, including capital and endowment-building efforts.
- Serves as member of agency's senior management team.
- Performs other duties as assigned.
- Reports to the Executive Director.

Minimum Qualifications:

- Bachelor's degree or three to five years' professional (not volunteer) experience in development/fundraising, including events, major gifts, direct mail, donor cultivation and other relevant fundraising/development efforts.
- Three years substantive experience supervising staff and volunteers.
- Top-notch writing skills, including strategies applicable to grants writing, direct mail, corporate and individual gift solicitation, public relations.
- Very strong organizational and analytical skills.
- Strong leadership skills; ability to motivate people and inspire confidence.
- Experience developing, implementing, and monitoring department budgets.
- Excellent interpersonal skills.
- Experience in developing media relations including comfort interacting with media.
- Sensitivity to cultural and personal diversity.

Preferred Qualifications:

- Experience working with Boards, and interfacing with private and corporate donors.
- Experience as organization representative, public speaker, policy interpreter, group leader.
- Comfort interacting with wide variety of people.
- Experience making decisions with public relations or political implications.
- High-level ability to conceptualize problems and possible solutions and follow through with related projects.
- Bachelor's degree in nonprofit management, marketing or other related field.
- CFRE designation.

Compensation: Minimum salary \$72,000/DOE; benefits include health, dental, and life insurance; long-and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to hr@saaf.org or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.