

SOUTHERN ARIZONA AIDS FOUNDATION

DEVELOPMENT ASSOCIATE JOB DESCRIPTION

Scope of Work: The Development Associate is responsible for coordinating logistics of direct mail campaigns, the website fundraising emphasis, donor email communications, administrative functions of the development department, maintaining the development donor/prospect database, coordinating donor recognition activities, and assisting with special events. The Development Associate position is a full-time, non-exempt position and requires an individual who is able to manage projects with minimal supervision, take initiative and is resourceful in their daily work. The position works flexible hours and must be able to work some evenings and weekends.

Functional Responsibilities:

- Responsible for production of donor and direct mail solicitations including managing mailing projects by organizing mailing lists, preparing materials needed for mailing (including bulk mailings), building project timelines to ensure a successful campaign, and working with outside vendors in all aspects of mailing and material preparation.
- Maintains donor/prospect database, including reviewing and updating software applications, entering and updating information, maintaining records of contacts, preparing the daily receipts log (cash and non-cash) and entering all cash and in-kind gifts into donor database in a timely fashion. Prepares donor reports and contact lists.
- Sends donor recognition through generation of thank-you letters for all donations received within 48 hours of receipt.
- Serves as administrative support, including generating letters, such as thank-you letters to event participants and for in-kind gifts, addressing envelopes, bulk mailings, taking meeting minutes, and maintaining central files for development department.
- Manages monthly giving club members.
- Assists with gathering information for marketing and public relations efforts including but not limited to program fact sheets, press releases, press kits, and donor stories and quotes.
- In coordination with the Director of Development, manages and creates content for SAAF's official website and all social media pages.
- Organizes and creates email correspondences for donors who have provided email addresses and grows number of donors' email addresses.
- In coordination with the Director of Development, provides support functions for aspects of Development events.
- Conducts research as directed.
- Coordinates clerical and mailing volunteers as necessary.

- Performs other duties as assigned.
- Reports to the Director of Development.

Minimum Qualifications:

- One year of professional administrative or assistant experience, or relevant experience to ensure preparedness for job duties.
- Experience with data entry and database computer systems as well as proficiency on Microsoft Office products Excel and Word (including Mail Merge function).
- Excellent oral, written, and organizational skills.
- Attention to detail and ability to meet critical deadlines.
- Experience working with the public and ability to project a positive image of the agency and its events.
- Experience working effectively with a wide variety of individuals, such as volunteers, management, staff, and donors.

Preferred Qualifications:

- One year of volunteer/professional development/fund-raising experience.
- Bachelor's degree or combination of education and relevant experience necessary to ensure preparedness for job duties.
- Experience with Microsoft Publisher, ACCESS and fundraising software (SAGE) preferred.
- Experience coordinating large mailings, and/or bulk mailings.
- Experience coordinating social media as a means to promote visibility, branding and engagement.
- Experience developing website content.
- Commitment to team approach.
- Sensitivity to cultural and personal differences in age, ethnicity, and lifestyle.

Compensation: Starting rate \$15.50/hour; 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, or email 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.

Start Date: As soon as possible.