

SOUTHERN ARIZONA AIDS FOUNDATION

DIRECTOR OF LGBTQ+ PROGRAMS & COMMUNITY OUTREACH JOB DESCRIPTION

Scope of Work:

The Director of LGBTQ+ Programs & Community Outreach coordinates service delivery for programs directed toward the LGBTQ+ community (including Youth Services), other marginalized populations, and the general Southern Arizona community, and supervises paid staff. The Director of LGBTQ+ Programs & Community Outreach is responsible for grant proposal and contract report preparation as well as for long term planning, design, implementation, and evaluation of agency programs.

The Director of LGBTQ+ Programs & Community Outreach plays a lead role, in concert with the CEO and Board, in the strategic growth and sustainability of this Department. Strategic growth will include leading and providing SAAF advocacy efforts; liaison with community and policy groups throughout Southern Arizona; community needs assessments as needed to determine needs that SAAF may collaborate with other organizations to meet or lead. Sustainability will include seeking sources of funding, including working with the Director of Development and CEO on grants, individual and foundation donations, and services that generate revenue.

The Director of LGBTQ+ Programs & Community Outreach will also lead external and SAAF internal IDEA efforts to improve SAAF staff's success in the community.

The Director of LGBTQ+ Programs & Community Outreach is a full-time exempt position and is housed at the Thornhill Lopez Center on 4th.

Functional Responsibilities:

- Ensures delivery of all LGBTQ+ Programs & Community Outreach programming through coordination of paid and volunteer staff.
- Takes primary responsibility for LGBTQ+ Programs & Community Outreach program design, implementation and evaluation.
- Develops and monitors budgets for LGBTQ+ Programs & Community Outreach in collaboration with program leaders.
- Ensures administration and reporting on contracts and grants in LGBTQ+ Programs & Community Outreach areas.
- Ensures data collection, compilation, analysis, and projections for LGBTQ+ Programs & Community Outreach areas.
- Works with Grants Coordinator and other program staff in preparing and managing funding proposals, contracts and reports as required.
- Works with CEO and Director of Development on private fundraising to build and sustain programs and services.

- Works with CEO and Board on strategic growth and sustainability of programs and services targeted to the LGBTQ+ community and other marginalized populations.
- Leads SAAF internal and external IDEA efforts.
- Leads SAAF advocacy efforts to influence policies and legislation by activating SAAF community/stakeholders, partnering with other organizations advocating on issues, and leading SAAF efforts for direct local, state, and federal advocacy. Also leads SAAF private-sector advocacy efforts to help ensure businesses and organizations serve LGBTQ+ and marginalized employees and community/consumers with respect.
- Ensures staff and volunteer development and contract training compliance through skill enhancement programs and training.
- Liaisons with and develops partnerships with other community providers of services to the LGBTQ+ community and marginalized populations and serves as primary contact.
- Serves as member of Executive Leadership Team in providing new direction for the agency as a whole.
- Interfaces with media as needed.
- Performs other duties as assigned.
- Reports to the CEO.

Minimum Qualifications:

- Bachelor' degree and 3 years' experience in program administration in a contract-funded environment.
- Three years' experience in supervisory and management roles.
- Experience with community outreach efforts.
- Substantive experience in grant and contract administration.
- Excellent oral and written communication skills, including successful grant writing.
- Sensitivity to cultural and personal differences in age, ethnicity, gender/gender identity/orientation and lifestyle.
- Excellent organizational skills.
- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF if not current).

Preferred Qualifications:

- Master's degree in relevant field.
- Understands and values volunteer driven programs and the supervision of volunteers.
- Lived experiences as a member of the LGBTQ+ and/or BIPOC community.
- Knowledge of IDEA concepts.
- Experience with soliciting private sector individual and foundation charitable contributions.
- Ability to work effectively with a wide variety of individuals, including volunteers, staff, clients and general public.
- Bilingual/bicultural (English/Spanish).

Compensation:

Compensation DOE; benefits include health, dental, and life insurance; 401(k) with matching, 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 Operations, 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.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

Start Date:

Not before July 1, 2021.