

SOUTHERN ARIZONA AIDS FOUNDATION

ASSOCIATE DIRECTOR OF DEVELOPMENT JOB DESCRIPTION

Scope of Work: The Associate Director of Development performs a wide variety of duties and responsibilities related to an organization's donor relations and fundraising activities. This position will collaborate with the Director in the development of strategies and working closely with other departments to coordinate and meet the agency needs. Additionally, the Associate Director of Development, will oversee communications and marketing initiatives and supervise and monitor budgets. This position is a full-time exempt position.

Functional Responsibilities:

- Oversees budgeting, direction, coordination, and implementation of SAAF's major special events, including AIDS WALK, Out Brunch and Jell-O Wrestling, and ensures successful coordination of all other 3rd party special events.
- Works closely with the Director of Development and the CEO in identifying and soliciting prospective event underwriters.
- Leads SAAF's direct mail fundraising campaigns and appeals, including but not limited to content development, coordination across marketing platforms for release.
- Leads SAAF's outreach for the Arizona Charitable Tax Credit (AZTC) Campaign and Giving Tuesday.
- Lead and grow SAAF's Monthly Giving Club
- Will be responsible for maintaining and engaging with selected donor portfolio.
- Assist with updating and publishing the organization's newsletter, website, and promotional material.
- Assist in management and oversight of budget, fundraising, and donation reporting.
- Ensure fundraising records and acknowledgements are accurate and up to date.
- Help plan fundraising activities and direct the daily implementation of fundraising strategies.
- The Associate Director of Development will be responsible for identifying and cultivating relationships with prospective major and planned giving donors.
- Prospect research and developing effective solicitation strategies as well as stewarding donors throughout the major giving process and monthly giving program.
- Build and manage portfolio of at least 25 prospects with the capacity to make major and/or planned gifts

- Develop annual fundraising goals and objectives in partnership with the Development Director; create a development plan to research and identify new prospects, make discovery calls, and build a prospect pool based on new prospects and past donors.
- Associate Director will help to identify new opportunities to grow portfolio engagement across all fundraising channels to increase revenue, including corporate partnerships, commercial co-ventures, special events and individual giving
- Develop case for support marketing materials and work with the Bilingual Marketing Manager to promote through direct marketing campaigns (mail, email, social media, and public relations.)
- Attend community events to network with or discover new prospective donors or potential agency collaborations.
- Assist with function, welfare and promotion of the Development, Grants & Marketing Department
- Assist in creating and implementing Strategic Plan for the Development, Grants & Marketing Department including goals, objectives, and timelines.
- Participate in monthly staff meetings and regularly scheduled supervision with the Director of Development, and staff supervisions with the Development and Volunteer Coordinator and Bilingual Marketing Manager.
- Supervises Development and Volunteer Coordinator and Bilingual Marketing Manager. Manages event staff and distribution of work to ensure successful event production.
- Tracks event participation, donations, demographics, and other pertinent data to ensure goals are met and to provide historical data for planning future events.
- Solicits and appraises bids and awards contracts for events and other activities within the position's responsibility.
- Attends, and where appropriate, staffs all relevant meetings, and events-related committees. Provides leadership to events' steering committees.
- Conducts research on fund-raising events to enhance effectiveness of SAAF's events.
- Identifies appropriate volunteer roles and supervises as appropriate in coordination with the Development and Volunteer Coordinator volunteers in performing their tasks.
- Supervises the Volunteer Program and provides direction for the volunteer resource program.
- Perform other duties as assigned.
- Reports to the Director of Development.

Minimum Qualifications:

- Three to five years of professional experience coordinating fund-raising or community events.
- Substantive experience supervising staff and volunteers.
- Very strong organizational and analytical skills.
- Strong leadership skills: ability to motivate people and inspire confidence.
- Experience developing, implementing, and monitoring detailed work plans for events and other relevant activities.
- Excellent interpersonal skills.

Preferred Qualifications:

- Bachelor's degree in relevant field or combination of education and relevant experience necessary to perform job duties.
- Proficiency in fundraising CRMs or donor database management systems.
- Familiarity with all aspects of fundraising concepts, including Planned Giving, Major Gifts and stewardship functions.
- Strong written and oral communication abilities. Produce compelling and donor-centric communications and articulate impact to supporters
- Creative thinker with ability to take events to the next level.
- Excellent writing and editing skills and phone communication skills.
- Experience with budgeting and budget management for events.
- Experience with marketing and media relations.
- Excellent speaking and public presentation abilities.
- Experience in and commitment to team approach both within an organizational division and throughout an organization.

Compensation: \$50,195 to \$62,744 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 People and Culture, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ 85719, 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.

People who have used 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: As soon as possible.