

SOUTHERN ARIZONA AIDS FOUNDATION

SENIOR DEVELOPMENT MANAGER JOB DESCRIPTION

Scope of Work: The Senior Development Manager has responsibility for initiating, directing, and managing agency annual fundraising activities, including but not limited to all major events, 3rd party events, direct mail solicitations, monthly giving program, and ongoing donor stewardship. The Senior Development Manager participates in the creating and monitoring of the agency-wide development plan.

The Senior Development Manager is a full-time, forty (40) hours per week, 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 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.
- Work closely with the Director of Development on the annual Development Fund Plan. Create, manage, and implement strategies and fulfillment of goals and objectives.
- Supervises Development Coordinator. 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 fundraising events to enhance effectiveness of SAAF's events.

- Identifies appropriate volunteer roles and supervises as appropriate in coordination with Volunteer Resources volunteers in performing their tasks.
- Performs other duties as assigned.
- Reports to the Director of Development.

Minimum Qualifications:

- Three years combined professional and volunteer fundraising experience.
- Substantive experience supervising staff and/or volunteers.
- Strong organizational and analytical skills.
- Excellent writing, editing and phone communication skills.
- Sensitivity to cultural and personal differences in age, ethnicity, and lifestyle.
- 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.
- Access to a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.
- Proof of COVID-19 vaccination, with the possibility of applicable and approved exemption accommodation request.

Preferred Qualifications:

- Bachelor's degree in relevant field or combination of education and relevant experience necessary to perform job duties.
- Creative thinker with ability to take events to the next level.
- Experience with event budgeting and budget management.
- 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: Salary range between \$41,643-\$51,102 DOE; benefits include health, dental, and life insurance; long-and short-term disability insurance.

To Apply: Submit letter of interest, and resume with dates of employment 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.

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.