

Southern Arizona AIDS Foundation

Job Title: Director of Development
Department: Market & Development
FLSA Status: Exempt
Salary: \$75,695-\$94,619

Scope of Work: The Director of Development is responsible for all aspects of fund development, with a focus on major gifts and planned giving. In partnership with the CEO, the Director of Development leads and is responsible for ensuring that SAAF meets or exceeds fundraising goals. Functions as a leader, peer, support, and resource for Development Team in the areas of donor and community relationships, volunteerism, public relations, branding, marketing, budget management and external communications.

Primary Job Duties:

- Develops and leads SAAF's overall revenue development strategies in consultation and partnership with the CEO, in alignment with the organization's strategic direction.
- Ensures that SAAF's revenue development, community engagement, marketing & public relations strategies effectively achieve the annual and long-term objectives to support the long-term goals of the organization.
- Oversees and is responsible for the success of fundraising activities, including private, foundation and corporate grant writing and stewardship reporting, donor giving, direct mail solicitation, special event planning and execution, and social media marketing campaigns.
- Develops strategy for and oversees the annual, major gift, and planned giving fundraising campaigns as well as the marketing/communications plan for SAAF.
- Directly manages a portfolio of major donors and oversees the management of similar portfolios for the CEO, Board and ELT, and select development department staff.
- Leads and professionally develops a team of 2-3 department staff.
- Utilizes the Bloomerang database to conduct annual giving campaigns. Develops short- and long-term strategy driven by database analytics.
- Oversees the strategic direction of private grant-seeking, RFP completion, contract execution, and delivery of all grant agreement required information, including grant writing when necessary.
- In partnership with the CEO, develops department's annual fundraising plan and budget. Implements and manages that plan in collaboration with the development team.

Minimum Qualifications:

- At least four (4) years of experience in a fundraising and donor solicitation role with a demonstrated track record of meeting or exceeding goals.
- At least two (2) years of non-profit management experience leading development teams to successful fundraising outcomes.
- Direct experience in private foundation grant writing, direct mail campaign creation and execution, cause marketing, and special events.
- Proficient with Microsoft Office Suite or related software.
- Experience with customer relationship management software (CRM) software, fundraising software and all currently popular social media platforms.
- Extensive presentation experience to large groups and to wealthy audience members.
- Access to a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.

Southern Arizona AIDS Foundation

Preferred Qualifications:

- Advanced degree in non-profit management or business-related management.
- CFRE credential.
- Experience with Bloomerang.
- Five (5) years of experience in a development executive or leadership role.

Working Conditions/Physical Demands:

Operating in a professional office environment requires the ability to sit for long periods of time with intermittent walking, standing, bending, squatting, pulling, and pushing. Requires the ability to use standard office equipment such as scanners, computers, keyboards, phones, shredders, photocopiers, and filing cabinets. Requires travelling on occasion as needed between SAAF campuses and other locations including venues for Events.

Physical Requirements:

This job is a medium duty job, as defined by the Social Security Administration, CFR. CFR 404.1567 Physical exertion requirements:

(c) Medium work: Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. People who have used drugs, have performed sex work, people of color, women, members of the LGBTQ+ 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.

Disclaimer: This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. Management reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.

Application instructions:

Apply on Southern Arizona Aids Foundation website www.saaf.org. Click the **Menu** button, then the **About** button and that will lead you to **Employment at SAAF**. Upload your resume and fill in the application completely to submit.