

JOB ANNOUNCEMENT

Job Title: Director of Development

FLSA Status: Exempt

Accountable To: Executive Director

Summary: The Director of Development works closely with the Executive Director and the Board of Directors to achieve the agency's mission by identifying opportunities for growth, reducing risk and strategic planning. The Director of Development provides leadership for and oversees the activities of the fund development and communications department. Position is responsible for hiring, staff supervision, developing and monitoring of departmental budgets, and developing and achieving departmental goals and plans in conjunction with staff.

Essential Duties & Responsibilities:

Regular duties include the following. Other duties may be assigned.
On an on going basis:

1. Fund Raising – Establishes short and long-range goals for unrestricted funding sources and enlists support from members of institution staff. Strategizes and orchestrates methods of approach to institutional donors. Researches public and private grant sources (*agencies, corporations and foundations*) to identify sources of restricted and unrestricted funding. Works with program staff to develop funding related projects. Organizes individual donor campaigns (*e.g., major donors, and direct mail*). Organizes solicitation drives for pledges of ongoing support from individuals, corporations, and foundations.
2. Major Gift/Donor Support – Produces major donor, board and special category solicitations/support materials with the intent to retain or upgrade gifts when possible. Cultivates donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits.
3. Planned Giving Program – Tracks progress of pending Legacy and Bequest gifts. Fulfills requests, produce correspondences and encourages participation where appropriate.
4. Database and Records Management – Supervises and coordinates activities of staff engaged in maintaining Raiser's Edge database and paper records of contributors and grants. Maintains security and quality controls. Generates queries, reports, exports and any other collection data as needed. Manages any related vendors.
5. Development & Communications – Supervises most development and public affairs matters, particularly the creation of various communications such as the annual report, general boilerplate, general PowerPoint presentations, government relations, executive correspondences and speeches. Produces general content for website.
6. Unrestricted Income Financial Reporting – Maintains accurate accounting of all unrestricted income and its sources. Interfaces with team and Finance to fulfill information requests and maintain reporting accuracy.
7. Dedicates on-going attention to personal professional development through trade organization networks.

Competency: At least 5 years of nonprofit fundraising/development experience, preferably with significant foundation and high donor fundraising experience. Sensitivity to the needs of people impacted by HIV disease.

Qualifications:

1. A bachelor's degree in business administration, marketing, public relations or other related field is required.
2. A minimum of 5-7 years of increased responsibility in implementing and managing all fund raising activities, and organizational operations within a the Fund Development department of a nonprofit setting.
3. Significant experience in initiating and stewarding major grants/gifts; coordination of events; the ability to interface with a diverse donor base; along with a meticulous attention to detail.
4. Excellent interpersonal skills, the ability to motivate others, budgeting experience, superior written and verbal communications skills and computer literacy are a must.
5. Other required skills include creative problem solving, long and short term planning and the ability to work effectively with a diverse group of people.
6. Bilingual capacity (English/Spanish) a plus.

Education: Bachelor's level degree

Language Ability: Must have the ability to read and interpret any and all official correspondence, reports and documents.

Reasoning Ability: Must have the ability to apply common sense to carry out instructions.

Computer Skills: Must be competent with Microsoft Office and experience with Raiser's Edge preferred.

Supervisory Responsibilities: Directly supervises six employees in the Development Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Certificates & Licenses None

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. This job requires no heavy lifting or other physically demanding activities. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Salary and Benefits: Benefits are as provided in the human resources policies and procedures for AIDS Services Foundation Orange County.

To apply: Please email resume & cover letter in PDF (*or Word 2003*) to: jobs@ocasf.org
AIDS Services Foundation Orange County, 17982 Sky Park Circle, Suite J,
Irvine, CA 92614.