AIDS Care Ocean State

POSITION DESCRIPTION:
Development Director

Description: The Development Director, in conjunction with the Executive Director and Board of Directors, provides vision for the agency's philanthropic program, in support of the agency mission. This individual works closely with the Executive Director and Board to develop and execute a strategic plan for fundraising, including (a) major gifts, (b) donor development, (c) corporate solicitation, (d) grant writing, (e) event-based funding, (f) planned giving/endowment, and (g) capital campaigns. The Development Director is responsible for identifying, cultivating and soliciting potential funding sources, as well as being the external "face" of the agency, in conjunction with the Executive Director. (S)he is also the leader of the Development team, including the Communications & Development Coordinator, as well as any consultants, interns, and/or volunteers.

Qualifications:

Required:

- Bachelor's degree and a minimum of five years of hands-on development/PR/fundraising experience.
- Demonstrated experience in strategic planning, goal setting and project management.
- Experience in setting, meeting and exceeding philanthropic campaign goals.
- Extensive fundraising experience and proven knowledge of current trends in charitable giving.
- Strong leadership ability, including team development.
- Independent self-starter capable of developing, building and maintaining healthy and productive relationships, both internally and externally.
- Proven ability to work in a diverse and non-judgmental environment.
- Highly organized, creative, passionate individual with outstanding written/verbal communication skills.
- Knowledge of HIV/AIDS and the related community.
- Valid driver license, reliable/insured transportation.
- Flexible schedule (nights, weekends).
- Ability to complete a non-disqualifying criminal background check.
- Technical proficiency: MS-Windows, MS-Office, Raisers Edge, Adobe Creative Suite, website content management software, internet and social medial (Facebook, Twitter, Instagram, Snapchat, LinkedIn, etc.)

Preferred:

- AFP certified - CFRE (Certified Fund Raising Executive).
- Bi-lingual (English/Spanish) a plus.

Responsibilities:

<u>Communications, Marketing & Public Relations</u>

- In conjunction with the Executive Director and Board, implement an integrated strategic communications plan to advance the agency's brand community awareness of its programs and mission, and increase the visibility of its programs across key stakeholder audiences.
- Effectively lead agency brand management, marketing and PR initiatives.
- Ensure accurate and appropriate website design and content, as well as social media presence.
- Oversee all media interaction, including television, radio, print, and electronic forums.
- Interact with news media for press releases, event coverage, etc.
- Serve as the public face of the agency, both internally and externally.
- Guide and support the Board Development Committee.

Development

- Design, implement and manage a major gift program, including individual cultivation, donor relations, and special events for potential and current major donors, using Board contacts, resources and connections.
- Build and maintain long-term donor relationships through a strong presence in the community and corporate connections/partnerships.
- Manage and track all donors, prospective donors and gifts/donations.
- Research and write effective funding proposals to corporate, family, and private foundations for grants/gifts, including timely follow-up and reporting.
- Collaborate with COO and Finance Director to formulate grant requests and prepare reports.
- Plan and coordinate all fundraising activities and required communications, including direct mail campaigns, media campaigns, web-based/social media campaigns, sponsorship solicitations and recognition events.
- Manage accurate projections for expenses, in alignment with estimated returns on investment and in support of business goals.
- Provide flexible availability for community and fund-raising events, including weekends and evening hours.

Please apply at jobs@aidscareos.org