

Arizona Human Rights Fund and Foundation

Job Title: Development Director

Department: Fundraising FLSA Status: Exempt/Salaried

Reports To: Executive Director Date Created: 10/31/06

Supervises: Development Coordinator; Intern(s); Volunteers

Position Status: Regular, Full-time (50% Foundation; 50% Fund/PAC)

Job Description: The Development Director is responsible for developing, implementing and evaluating the organization's annual and long-range fundraising plans. S/he is responsible for financial and in-kind resource development, all aspects of grant seeking and individual fundraising and will conceptualize and implement appropriate recognition and stewardship for donors.

Job Responsibilities:

- Plan, organize, implement and evaluate all fundraising activities, which include (but are not limited to) the following: Direct mail solicitation, monthly donor club (Director's Circle), donor and major gifts campaign, special events, cultivation and solicitation of corporate and foundation gifts.
- Provide direction and staff support to all fundraising committees.
- Work with the Executive Director to develop and execute solicitation strategies for each prospect.
- Work closely with the Director of Public Affairs in all aspects of marketing and communication for the organization.
- Assume major responsibility for researching, writing, and developing all grant proposals, solicitation letters, marketing collateral and other materials needed to secure gifts.
- Manage a portfolio of annual giving and major gifts prospects/donors for funding, gifts in-kind and donated services.
- Generate new leads for major gift prospects through annual giving activities and progress annual fund donors to major donor level.
- Develop and institute stewardship program for the Director's Circle acknowledgements and benefits including creation and management of Director's Circle events.
- Write and prepare reports to funding sources, the Board of Directors, and fundraising teams.
- Determine goals, cash flow projections, and an annual work plan to reach overall development goals.
- Manage database for all fundraising reports, names, and information.
- Work with staff and other event volunteers to plan, organize and implement events.
- Work with the Executive Director and AHRF staff to develop and implement promotional activities to increase favorable awareness of AHRF in the community.
- Attends board meetings and other meetings as directed.
- Performs other duties as assigned by the Executive Director.

Job Qualifications and Skills:

- Five years of experience in development and foundation major gift fundraising, including a strong background in personal solicitation and use of volunteers in fundraising efforts.
- Familiarity and proven experience with developing and implementing strategies for acquiring new donors, retaining and upgrading existing donors.
- Experience in preparing and conducting solicitations via correspondence and in person including making cold calls.
- Demonstrated persuasion skills and good personal gift solicitation record.
- Strong written and verbal communications skills, including speaking in public.
- Ability to prepare written gift proposals, fund agreements and collateral materials.
- Attention to detail and thoroughness in completing assigned duties.
- Well organized and able to handle multiple projects.
- Ability to deal pleasantly and effectively with donors, volunteers, staff and diverse community groups and key publics is a must.
- Knowledge of local, state, and national philanthropic community.
- Experience with marketing and media relations.
- Ability to work cooperatively with diverse staff and volunteers.
- Be able to work flexible work as hours as required, including evenings and weekends.
- Computer knowledge of Word, Excel, Publisher, Outlook, Internet search engines ---- is a must (preference for eTapestry experience).

Physical Requirements:

- Must have and maintain a valid Arizona Driver's License, maintain automobile insurance coverage and have access to an automobile.

The Arizona Human Rights Fund and Foundation are equal opportunity employers.