



AIDS Alabama  
Housing Is Healthcare

## Job Description ~ Position Available: *Development Coordinator*

Reports to	Director of Development.
Benefits Include	Zero cost for single/individual BCBS Medical, Life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA), Dental, Vision, Retirement with 50% match; Generous Paid Time Off & Extended Leave, Fifteen recognized Holidays, and more.
Salary Range	\$36,000 (limited experience) -- \$44,000 (significant experience), annually.
Minimum Requirements	Bachelor's degree; Two years' work experience (preferably in a nonprofit setting); Strong written, verbal, and organizational skills with meticulous attention to detail; Valid Alabama driver's license, reliable transportation, good driving record, auto insurance, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Excellent penmanship; Proficiency in Microsoft Office, e-mail, and various social media platforms; Experience coordinating volunteers and large-scale events; Experience with Raiser's Edge fundraising software; People living with HIV, people of color, and LGBTQ+ people are highly encouraged to apply.
Overall Mission	Manage the agency's volunteer program. Coordinate internal and external events. Assist in maintaining and updating the agency's social media and donor database.

### Areas of Responsibility

1. Create opportunities for members from the community to participate in AIDS Alabama programs and events as volunteers.
2. Recruit, train, and supervise all volunteer programs as needed.
3. Coordinate logistics for internal and external events, including staff functions, United Way Campaign, Dining Out for Life, Funky Food Truck Festival, Red Hot for the Cause, and any other events as needed.
4. Collaborate with Programs Department to implement Holiday Wish program.
5. Process all donations and contributions made to the agency in Raiser's Edge database.
6. Implement the acknowledgement and stewardship of gifts, including: production of acknowledgement letters written on behalf of Chief Executive Officer and other key administrators; production of hand-written thank you cards; production and distribution of annual tax letters.
7. Assist the Director of Development in advancing opportunities for obtaining contributions from individuals, corporations, and foundations.
8. Assist the Director of Development in working with Director of Digital Media and Communications to update web pages, other marketing and public relation platforms, and social media and to provide newsletter content.
9. All other duties as assigned.

### Work Environment

1. Schedule: Work hours are full time, and occasionally include nights, weekends, and travel.
2. Physical: May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, able to read documents and respond to written communication, and able to hear and understand the English language.
3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

### Overall Expectation

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are

expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

**AIDS Alabama is an equal opportunity employer.**

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Employee's signature

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Date

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Human Resources signature

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Date