



Job Description ~ Open Position

Director of Development

Reports to	Chief Executive Officer
Salary Range	\$50,000 -- \$72,000
Minimum Requirements	Five years' experience in a non-profit setting with multiple funding sources. Must be able to read, speak, and comprehend English and be proficient with computers. Experience with Adobe, Publisher, and Photoshop. Valid AL 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	Master's degree in public administration, communications or related field.
Overall Mission	To maximize private individual, foundation, and corporate dollars from the Greater Birmingham Community, the State of Alabama, and national arena to further the mission of AIDS Alabama. To implement and execute special events. To meet the measurable outcomes of annual goals.

Areas of Responsibility

1. Plan, implement, and manage effective strategy for acquisition, engagement, and stewardship of the organization's fund development constituencies including individuals, foundations, organizations, and government agencies.
2. Research and write grants (local, state, federal, foundation, etc.) to obtain funding for both programs and administrative needs.
3. Develop and executive effective and creative strategies designed to engage new donors at all levels and cultivate larger gifts from already-existing donors.
4. Assist in development and monitor annual fundraising goals for special events, donations, and local grants. Advise the Chief Executive Officer, Executive Director, and the Board of Directors on the best methods for raising funds.
5. Maintain an annual calendar for grant proposals and request for foundation funding.
6. Provide responsible, coordinated compliance with federal and state tax and charitable giving laws.
7. Prepare analyses and reports of all revenues for Chief Executive Officer, Board of Directors, and volunteers.
8. Create and oversee departmental policies, procedures, and guidelines.
9. Work with Director of Digital Media and Communications to update agency website and other marketing and public relation platforms and to provide content for newsletter.
10. Represent the agency at United Way functions including events and trainings as well as overseeing participation in their allocation process.
11. Cultivate productive relationships with the media, partner organizations, and other professional, educational, and political leadership.
12. Ensure coordination of volunteers and staff in fund raising efforts and programmatic opportunities.
13. Oversee the acknowledgement and stewardship of gifts, including: production of acknowledgement letters written on behalf of Chief Executive Officer and other key administrators; writing proposals to/for individual donors; writing annual reports.
14. Coordinate special fund-raising events.
15. Supervise Special Events Coordinator.
16. All other duties as assigned.

Work Environment

1. Schedule: Work hours are full time and may include nights, weekends, and travel.

2. Physical: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents and respond to written communication, hear and understand the English language.
3. Cultural/Environmental: 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 Expectations

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/Personnel, 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.

Employee’s signature

Date

Human Resources signature

Date