



Development Director Job Description

AIDS Housing Association of Tacoma is seeking a Development Director with a commitment to empowering people living with HIV/AIDS to stabilize their health and housing options through housing and supportive services.

Major Responsibilities

Major Gifts

Working with the Executive Director and Board, the Development Director will oversee and support raising funds by researching, prospecting, cultivating and soliciting major donors.

Grant writing

Seeking support via major gifts from foundations and corporations. The Development Director will research, write and finalize and submit grants based on a grant calendar that he/she establishes for the agency.

Special Events

The Development Director will be in charge of implementing the annual special events, working in cooperation with the board of directors and Executive Director. Our Annual Halloween Ball & Auction is our signature event. The Development Director will assist with other agency events and monitor Third Party Events in our agency.

Communications

The Development Director will support written, media and web communication for AHAT, working the ED. He or she will work to implement agency branding and name recognition in the larger community.

Individual Giving

The Development Director will manage our individual giving program which includes Workplace Giving Campaigns and implementing our mail solicitation and phone solicitation campaigns. The goal of which is to expand our base of support.

Qualifications

The Development Director will share a passion for the issues facing people living with HIV/AIDS. 3 -5 years experience working in fund development and solid understanding of the core fundraising vehicles and strategies. (Mail Appeals, Major Gifts, Phone Solicitation, Personal Solicitation)

- Demonstrated experience in writing and securing grants.
- Experience with Donor Quest preferred, familiarity with fundraising software.
- Experience with publishing and communication tools.
- Excellent verbal and written communication skills. (Grant writing, newsletter and brochure development) Samples will be requested upon interview

Salary and Benefits

Competitive salary range, part-time, 30 hours per week, medical benefits, vacation and sick leave. For additional information, please send cover letter, resume and writing sample to: David Strong, Executive Director, AIDS Housing Association of Tacoma, 301 North L. Street, Tacoma, Washington, 98403 or email to david@aidshousingtacoma.org
Closing Date: December 10, 2009