



Position Announcement

Director of Development | Alaskan AIDS Assistance Association | Anchorage, AK

The Mission of the Alaskan AIDS Assistance Association (Four A's) is to support and empower people living with or affected by HIV/AIDS and to work toward the elimination of HIV infection and its stigma in all Alaskan communities.

The Alaskan AIDS Assistance Association (Four A's) was established in 1985 as a support organization for those living with HIV/AIDS. Over the years, the Four A's has grown into the state's leading HIV/AIDS focused agency serving 91% of the state in two core areas: 1) supportive services for individuals living with HIV/AIDS and their families, and 2) HIV prevention and education.

Position Description:

The Alaskan AIDS Assistance Association (Four A's) seeks a dynamic, visionary leader to serve as its next Director of Development (DoD).

This position joins a team of passionate staff, board and partners working to serve individuals impacted by HIV/AIDS throughout the State of Alaska. Alongside the Executive Director and the agency's Board of Directors, this position will position the organization as the leading provider of HIV/AIDS support services in Alaska, while building on Four A's reputation and reinforcing ties with its health care and funding communities.

The DoD is responsible for the overall Fund Development Plan. The plan includes donor stewardship/cultivation, public relations, and reporting. The ideal candidate will lead Four A's with a vision for fund development, donor/partner stewardship and the cultivation of new and sustainable funding sources. The DoD will be a public ambassador of Four A's and demonstrate a compassionate approach for meeting the needs of all persons served at the Four A's.

Specific responsibilities include, but are not limited to:

- Utilizing Four A's Fund Development Plan, implement annual giving efforts to acquire, steward, and cultivate individual and corporate donors; with the goal of generating \$100,000+ in charitable giving
- Work in collaboration with the Executive Director and the Development Committee to update refine/ annual Fund Development Plan.
- Manage community-based fundraising and public relations events (ex: Annual Meeting, World AIDS Day, Dining Out For Life, Fetish Ball)
- Develop and maintain public relations materials such as rack cards, annual report, web site, quarterly newsletter, and social media sites
- Build active relationships with local media and press, and leverage these relationships to create opportunities to educate the general community about the work done by Four A's
- Assist the Executive Director and Finance Director in developing and managing the annual budget for the development department
- Assist in federal/foundation grant activities
- Administer the Bloomerang donor software database

- Complete monthly, quarterly, and annual reports. Reports include internal Board of Directors reporting, reports out to granting agencies and donor communications.

While no one candidate may embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- Demonstrates a compassionate approach for meeting the needs of individuals living with HIV/AIDS, as well as persons at risk for acquiring HIV/AIDS and/or impacted by injection drug use
- At least five years of nonprofit fundraising experience
- A strong financial understanding and management or oversight of a comparably sized budget (~2m annually)
- Must be detail oriented with an empowering leadership style and demonstrated history of building and maintaining strong working relationships with staff, the Board, stakeholders, clients, funders, and community leaders
- Possess strong self-initiative with an ability to exercise prudent, collaborative decision-making, and produce results
- Highly Effective communicator with Board, staff, and stakeholders
- A compassionate professional who is approachable and possesses a spirit of warmth, humility, and emotional intelligence
- Demonstrates ethical behavior and integrity regardless of the situation

Salary range: \$64,000 to \$68,000 annually DOE. Four A's offers a competitive benefits package.

TO APPLY

Interested candidates can apply by sending a resume, cover letter, and completed Four A's Employment Application (found at <https://www.alaskan aids.org/>) to pdavis@alaskan aids.org. Incomplete applications will not be considered. Review of applications will begin on June 1, 2020.

Four A's is an Equal Opportunity Employer and makes every effort to ensure that in every phase of its recruitment and selection processes equal employment opportunity is provided to all individuals regardless of race, color, genetics, sex, gender identity or expression, sexual orientation, age, religion, marital status, change in marital status, pregnancy, parenthood, disability, national origin or citizenship, or veteran's status. People with lived experience of drug use, incarceration, homelessness, and/or sex work; people of color, women, and members of the LGBTQIA+ communities; and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.