



## **JOB POSTING**

### **Development Director**

The Aliveness Project is a thriving non-profit organization dedicated to supporting stability of health and wellness for people living with HIV/AIDS in Minnesota. Founded 30 years ago, Aliveness provides important supportive services such as food shelf, hot meals, case management, integrative therapies, and HIV prevention outreach/programming. In addition, Aliveness provides a physical space for people impacted by HIV to participate in educational programming, build skills and create community. We have a dynamic, mission driven staff, an atmosphere of learning and fun, and a dedication to providing a positive experience for all who walk through our doors.

**Title:** Development Director

**Reports to:** Executive Director

**Purpose:** The Development Director will meet annual revenue expectations through the successful creation and execution of a board-approved development plan with a focus on relationship-based fundraising. This person will be a key member of The Aliveness Project's leadership team and actively participate in strategic decision making while promoting a culture of philanthropy.

**Hours:** 40 hours per week with flexibility to work occasional evenings and weekends

**Salary:** Low \$60,000s depending on previous experience. Benefits include health insurance, retirement match, holidays, and paid time off (PTO).

**Responsibilities include:**

1. Prepare annual income and expense budgets for the development department. Plan, implement, and evaluate effective and efficient fundraising strategies to ensure Aliveness meets or exceeds annual revenue targets.
2. Build, maintain, and cultivate relationships with new and existing donors.
3. Research new funding prospects and organize, prepare, and send grant proposals to prospective and existing foundation funders.
4. Manage donor acknowledgment and stewardship efforts including gift and donor data entry into Salesforce.
5. Oversee planning, execution, and evaluation of major signature fundraising event Dining Out For Life (final Thursday in April) and other cultivation and fundraising events held throughout the year.

6. Support Board of Directors and Executive Director in their fundraising responsibilities and activities.
7. Ensure effective, powerful, and consistent communication through creation of collateral materials and maintenance of agency website. Work with Events & Digital Media Manager to develop and execute a digital media strategy.
8. Prepare quarterly reports using agency dashboard to demonstrate success beyond dollars raised.
9. Supervise the Events & Digital Media Manager and Volunteer Manager.
10. Other duties, as assigned.

### **Education and Experience:**

Bachelor's degree and minimum of five years of professional non-profit fund development experience required. Supervisory experience is preferred.

### **Knowledge, Skills and Abilities:**

1. Professional with a passion for the work of The Aliveness Project, and the ability to inspire others to get involved and stay involved with mission driven efforts.
2. Demonstrated skills and track record in fundraising and communications to support and build organizational capacity.
3. Strong leader and communicator with an ability to compellingly convey vision, mission, and strategic framework both verbally and in writing.
4. Self-starter with the ability to manage, prioritize, and complete multiple tasks who responds quickly and thoughtfully to shifts in work.
5. Knowledge of branding and utilizing digital media strategies to attract and retain supporters.
6. Proficiency in Microsoft Windows/Office software including Word, Excel, and Outlook. Working knowledge in non-profit databases. Salesforce experience preferred.
7. Ability to develop and manage budgets.
8. Ability to manage stress in a proactive manner.
9. Ability to work effectively with co-workers as a team.

To apply, please submit resume with cover letter by 3 p.m. on Friday, November 9, 2018 to [jenniferd@aliveness.org](mailto:jenniferd@aliveness.org) or Attn: Jennifer Dieter, The Aliveness Project, 3808 Nicollet Ave, Minneapolis, MN 55409.

### **Equal Opportunity Employer**

The Aliveness Project is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, and gender expression, religious creed, disability (mental and physical) including HIV, AIDS, and AIDS-related conditions, medical condition (including cancer and genetic characteristics), genetic information, age, marital status, sexual orientation, military and veteran status, or any other characteristic protected by federal, state or local law. People of color, women, trans and gender-nonconforming people, and applicants with backgrounds and lived experiences connected with The Aliveness Project's mission and/or who personally identify with the community groups we support are strongly encouraged to apply.