

DIRECTOR OF DEVELOPMENT



ABOUT EQUALITY ARIZONA

EQAZ is the statewide organization working for LGBTQ+ equality. We are a c3, c4, and political action committee. Our work includes everything from education about LGBTQ+ Arizonans and the issues that impact us, to build the political influence and power of LGBTQ+ Arizonans at all levels of government. We work daily for real lived equality for LGBTQ+ Arizonans.

POSITION SUMMARY

The Director of Development is responsible for planning, organizing, and directing all of Equality Arizona's fundraising including, the major gifts program, annual fund, planned giving, special events and campaign fundraising. The Director works closely with The Executive Director and the Deputy Director in all development and fundraising endeavors.

QUALIFICATIONS

- Must embrace the mission of Equality Arizona, the Equality Arizona Foundation, and the Equality Arizona Political Action Committee.
- Exceptional interpersonal and writing skills.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising and fundraising for PAC's.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have previous experience and network to build and steward external relationships for the organization.

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QUALIFICATIONS

- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- 5 years minimum experience in professional fundraising.

ACTUAL JOB RESPONSIBILITIES

- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow major gifts program including identification, cultivation and solicitation of major donors.
- Oversee grant seeking including research, relationship development, proposal writing, and reporting requirements.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct the annual fund program, including mailings and annual fundraising drives for c3, c4, and PAC.
- Direct electoral giving campaign and other major fundraising drives.
- Develop and manage fundraising special events.
- Oversee prospect research.
- Work closely with Equality Arizona Executive Director and Deputy Director.
- Make public appearances/accept speaking engagements to share information about Equality Arizona with the community.

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ACTUAL JOB RESPONSIBILITIES

- Staff Board and Community Development Committee meetings.
- Develop communications for all fundraising and special events.
- Oversee fundraising database and tracking systems.
- Supervise and collaborate with other fundraising staff and volunteers.
- Oversee creation of publications to support fund raising activities.
- Maintain gift recognition programs.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.

SALARY/BENEFITS

Salary range is \$60,000 to \$90,000, commensurate with experience and other qualifications. Competitive benefits package.

APPLICATION

To apply and be considered your application must include all of the following:

1. Cover letter
2. Writing Sample of either a appeal or cultivation plan
3. Resume

E-mail application to Equality Arizona:

admin@equalityarizona.org with the headline: Development Director Application