



Job Posting Institutional Giving Officer

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to supporting and empowering all people living with or affected by HIV, reducing stigma, and providing the LGBTQ+ community with compassionate healthcare. Learn more about us at <http://www.cascadeaids.org/>.

CAP is excited to announce that we are currently hiring an experienced Institutional Giving Officer to be a critical part of the Development Team. This is a full time position which reports to the Director of Development and Communications. This position is based in our Portland office but will require travel throughout the CAP service areas. Evening and weekend work are required. This is a non-management, union-represented position.

Position Description

Cascade AIDS Project (“CAP”) is a 501(c)(3) non-profit organization that has provided culturally relevant services to people living with or affected by HIV in Oregon & Southwest Washington for over 30 years. Cascade AIDS Project operates with an average annual budget of \$11.5 million of which approximately 20% is raised from individuals, foundations and corporations. CAP is seeking to increase individual fundraising by approximately \$1 million by 2020.

The Institutional Giving Officer is a critical part of the overall Development Team at Cascade AIDS Project (CAP). The primary responsibility of this position is to write and submit private and corporate foundation and government grant and contract proposals. The Institutional Giving Officer is also responsible for writing sponsorship proposals in concert with the Director of Development and Communications.

Job Responsibilities

- Prepare grant applications, letters of interest, grant-related reports and other required documents in a timely and accurate manner under the direction of the Director of Development and Communications and the Deputy Executive Director
- Work with program staff to prepare materials for requests for funding and reports
- Schedule, track, and coordinate all grant-related submissions and reporting
- Work with agency staff to gather information on departmental priorities and funding needs
- Work with Director of Development and Communications and the Deputy Executive Director to develop recommendations for organizational priorities
- Work with agency staff to identify new funding opportunities and/or sources of revenue for the agency and its programs
- Develop and maintain program summaries for each of CAP’s programs
- Work with the Director of Development and Communications to prepare corporate sponsorship solicitations
- Contribute to overall agency efforts through full participation on the development team, at all-staff meetings, and through involvement in agency-wide activities

MINIMUM QUALIFICATIONS:

- Three to four years of successful documented corporate/foundation/government grant writing and fundraising
- Strong analytical skills as related to program evaluations and results-based outcomes
- Solid understanding of budgets as they relate to proposals, grants, and agency programming
- Excellent written, verbal, research and computer skills
- Highly organized and proven strong time-management skills
- Proficient in foundation research

PREFERRED QUALIFICATIONS:

- Bachelor's degree
- High level of computer literacy including competency using Microsoft Office products
- Detail-oriented with an ability to plan, organize, prioritize and execute workload and handle several tasks simultaneously
- Excellent record-keeping ability, and experience in preparing and monitoring budgets and related reports
- Ability to work under pressure and maintain positive and professional demeanor
- Able to develop and maintain positive relationships with diverse populations and communities
- Must be available to work evenings and weekends and support department team during fundraising events
- Must be self-motivated and disciplined to achieve goals. Demonstrated ability to work effectively with Board of Directors, staff, volunteers, donors and community members

Compensation: \$50,434 annually, plus employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; generous vacation and health leave benefits.

NOTE: This is a union represented position.

Closing Date: Open until filled.

To apply for this position, mail, email, fax, or deliver the following three documents:

- 1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the required qualifications specific to the position you are applying for,**
 - 2) your resume, and 3) a completed CAP Employment application**
- (application available at <http://www.cascadeaids.org/about/careers/>) to:

Cascade AIDS Project
Institutional Giving Officer
520 NW Davis St., Suite 215
Portland, Oregon 97209
Fax: 503-223-6437

Or by email to:

jobs@cascadeaids.org

Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer
People of color, women, LGBTQ individuals and people living with HIV are strongly encouraged to apply