



Job Posting
Director of Development and Communications

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington. We support and empower all people living with or affected by HIV, reduce stigma, and provide 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 Director of Development and Communications to lead the organizations fundraising, marketing and communications activities.

The Director of Development & Communications leads and directs the work of CAP's Development Department in a manner consistent with the agency's strategic plan, mission, and budget. The position oversees the planning and implementation of agency fundraising strategies including individual donors, corporate sponsors, foundation grants and fundraising events. The Director of Development & Communications also oversees the maintenance of the agency brands, which includes the adherence to style guides for all logos, collateral development, web and social media as well as oversees the creation and dissemination of agency press releases. They employ a broad array of fundraising strategies to ensure a diverse funding base.

The Director works with the Development Committee of the CAP Board of Directors to help support and guide the implementation of a strategic development plan and is responsible for implementation of the plan and achievement of goals by the Development Department. The ideal candidate will have at least seven years of development management experience working in a non-profit setting, with a proven track record in fundraising. CAP operates with a \$11 million annual budget, of which approximately \$2.4 million is raised from individuals, grants, corporations, businesses, and foundations.

This is a full-time 1.0 FTE position, which reports to the Executive Director. They directly supervise 3.0 FTE's. Direct reports include: Development Manager, Institutional Giving Officer, and Volunteer Resources Coordinator. The person in this position is stationed in the CAP main office but will travel throughout the seven-county service area for meetings and events. Evening and weekend work is required.

MINIMUM REQUIREMENTS

- ✓ 7+ years of professional experience in fundraising/development and management for non-profit organizations
- ✓ Excellent written, verbal, and electronic communication skills
- ✓ Experience forging relationships with donors, potential donors, representatives of foundations, and other organizations
- ✓ Experience securing and maintaining sponsorships
- ✓ Experience with planned giving and estate planning
- ✓ Experience managing the creative process for collateral development for use in print and electronic media

- ✓ Experience working within the LGBTQ+ community
- ✓ Experience working under pressure while maintaining a positive and professional demeanor
- ✓ Experience managing a team responsible for carrying out complex functions, under pressure with absolute deadlines
- ✓ Experience working with large public fundraising events
- ✓ Successful track record establishing and maintaining media contacts that result in sponsorship, earned money and news coverage
- ✓ Successful experience working with ethnic, racial, sexual and economically diverse populations
- ✓ Skilled at prioritizing work projects, meeting deadlines
- ✓ Available to work evenings and weekends

LEADERSHIP

- ✓ Provide agency leadership through full participation on the Executive Team, through involvement in agency-wide activities, and by acting as a role model for employees
- ✓ Provide guidance and oversight for all Development Department staff and encourage team development by actively involving staff in planning, decision making and resolving team conflicts
- ✓ Develop and manage an effective plan for the future direction of the Development Department
- ✓ Develop and maintain professional relationships with individuals, foundations, and businesses who support CAP's mission
- ✓ Represent CAP at community events and meetings

DEPARTMENT DIRECTION AND OVERSIGHT

1. In partnership with the Development Committee of the Board of Directors and the Executive Director, create a strategic development plan and establish annual targets and work plans for the development department in relation to each of the following fundraising strategies: major gifts, major events, individual direct giving, business sponsorship, foundation grants, third party events, charitable checkoff, in-kind solicitations, and planned giving
2. Work with the Executive Director and Executive Management Team to develop marketing materials, secure media sponsorships, and create the CAP annual report
3. Work approximately 15-20% of time on communications/public relations, including social media, websites, press releases, brand management, ad buys, use of logo, collateral development, earned media, and speech writing
4. Work with the Executive Director and Board to build and maintain the agency's Legacy Society (planned giving)
5. Work with CAP's Institutional Giving Officer to develop a schedule for submitting grant applications that includes key information on amount of requests, application deadlines, reporting requirements etc., and ensure that deadlines are met

6. Work with the Director of Finance and Institutional Giving Officer to create grant revenue projections and oversee prospecting for new opportunities for grant submissions
7. Direct and oversee the development of department and event budgets, monitor department budgets to identify necessary revisions and work with Director of Finance to ensure accuracy of modifications and compliance with Agency procedures
8. Develop, implement and manage donor recognition and appreciation efforts for major donors based on levels of support
9. Collaborate with Executive Director to identify new major donors, conduct outreach and create donor cultivation and stewardship strategies for individual donors; identify new corporate sponsorship opportunities for CAP's main fundraising events and retain and further cultivate existing corporate relationships to maximize event sponsorships
10. Collaborate with the CAP program / service teams to respond to speaking requests and assist in developing agency talking points for pertinent issues

DEPARTMENT / PERSONNEL MANAGEMENT

1. Perform administrative tasks associated with management of the department including approval of schedules and timesheets, leave requests, purchase and supply orders, reimbursements, and petty cash requests
2. Develop a list of contractors for creative, print and web design as well as any other creative needs
3. In consultation with the Executive Director and Human Resources, recruit, hire, evaluate, institute progressive disciplinary measures and as needed address other personnel issues related to employees of the department
4. Makes staffing decisions and effectively delegates work appropriate to staff capabilities
5. Coordinate the planning and implementation of department staff development and training
6. Appropriately interpret and apply CAP policies and procedures
7. Provide direct, constructive feedback to staff regarding job performance to encourage continued professional development and growth, and give appropriate recognition

EXECUTIVE LEVEL FUNCTIONS

1. As a member of the agency's Executive Management Team, recommend and help monitor performance in areas of finance, operations, human resources, information systems, collective bargaining, community affairs, and public policy
2. Work with the Executive Management Team to prepare the annual agency-wide budget
3. Actively promote and market the agency in the community and with other agencies. Attend Board of Directors meetings, major agency fundraisers, receptions and other functions as directed
4. Other duties as assigned

Compensation: DOE, 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.

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 (available at <http://www.cascadeaids.org/about/careers/>) to:

Cascade AIDS Project
Director of Development and Communications
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