

POSITION TITLE: DEVELOPMENT ASSOCIATE

DEPARTMENT: DEVELOPMENT

POSITION OVERVIEW:

The development associate, is responsible for; the planning, oversight and execution of the annual development strategic action plan; working with the other members of the development team to implement a long-term development plan for the institute to expand and diversify its income base specifically to support growth in its annual budget.

Agency Wide Duties And Responsibilities:

1. Supports the mission, vision, and values of the Black Aids Institute.
Complies willingly with all organizational policies and procedures.
2. Supports all functions that attain and maintain accreditation and compliance with regulatory agencies.
3. Supports and facilitates positive interaction with others by exhibiting:

Individual maturity	Respect for others
A team-centered approach	Maintenance of confidential information
4. Communicates appropriate information to other departments in a timely and effective manner.
5. Participates in appropriate professional development programs to attain and maintain competency.

Position Specific Duties/Responsibilities:

- Development of an annual campaign and online giving program;
- Assist or lead in event management
- Assist or lead in donor management and notification
- Other duties and responsibilities as assigned.
- Participate in the organization's outreach to the community.
- Implement solicitation/retention/cultivation strategies for each current major donor.
- Develop, implement and manage the direct mail program.
- Implement and manage the grant-writing program.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as inclusive of all responsibilities, duties, and skills required of personnel so classified. This job description does not constitute nor does it alter the at-will status of the employee/employer relationship.

- Performs other related duties as assigned or requested. The Institute reserves the right to add or change duties at any time.
- Participate in the grant submission process

1. Supervision/Training

- a. Meeting regularly for supervision with the **Chief Executive Officer**
- b. Participating in agency training programs
- c. Maintain an ongoing professional development plan

Reporting Relationship

Phill Wilson, CEO

Supervisory Relationship

None at this time

Position Qualifications:

Bachelor degree, 2 years nonprofit experience, computer proficiency; MS & Razors Edge preferred. Corporate experience and proven writing skills considered in lieu of requirements.

Training Requirements to Attain Position:

Training Requirements to Maintain Position:

Physical and Sensory Requirements:

1. Ability to read, write and converse in English.
2. Ability to communicate with staff, share holder, stake holder and vendors, s
3. Ability to remain calm and composed under stress.
4. Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing.
5. Ability to respond to telephones and other auditory stimulation.
6. Ability to organize.
7. Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements).
8. Ability to evaluate/interpret information and make independent judgments/decisions.

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