Black AIDS Institute
Director of Development Search Announcement

I. About the Black AIDS Institute
Our motto describes a commitment to self-preservation: “OUR PEOPLE, OUR PROBLEM, OUR SOLUTION.”

Founded in May of 1999, the Black AIDS Institute (BAI) is the only national HIV/AIDS think tank focused exclusively on Black people. The Institute’s mission is to stop the AIDS pandemic in Black communities by engaging and mobilizing Black leaders, institutions, and individuals, in efforts to confront HIV. BAI disseminates information; advocates for sound, inclusive, culturally responsive public and private sector health policies; offers training and capacity building; provides health screening for HIV/STI/Hep C and other chronic and infectious diseases, and linkage to inclusive Black centered primary health care; and conducts advocacy and mobilization from a uniquely and unapologetically Black point of view.

For more information about the Black AIDS Institute visit www.BlackAIDS.org.

II. About the Position
Reporting to the President and CEO and serving as a visionary partner, the Director of Development is an essential part of the Black AIDS Institute’s executive team that provides strategic leadership to the organization. The Director of Development oversees the Development and Communications departments. The Director of Development ensures that fundraising activities are consistent with the organization’s mission and Strategic Plan and develops, analyzes and evaluates systems and structures for tracking and reporting fundraising data. The Director of Development is responsible for the creation, development and implementation of an annual comprehensive fund development plan that incorporates individual, corporate and foundation solicitation, annual appeals, and special events, and engages key organizational stakeholders in activities that increase the financial resources and support to the organization.

The Director of Development works directly and indirectly with current and potential funders and is responsible for all aspects of fund development from researching funding opportunities, writing and submitting appropriate proposals and grants, building major donor and direct mail campaigns, and executing successful fundraising events.

The Director of Development will work with the entire Black AIDS Institute team to develop and implement an overall fundraising strategy for the organization while supporting BAI’s strategic communications to advance our core campaigns and position our organization and staff for greater impact. In addition, this position will work to develop and implement an organization-wide, communications plan to raise the visibility of BAI to key external audiences.

The successful candidate is a proven fundraiser, compelling storyteller, communicator, pitcher, and avid social networker, who wants to use those skills to advance bold health goals and ensuring health care access to vulnerable
communities. They must be able to communicate the Institute’s mission in compelling ways to donors, supporters and other key influencers; identify and cultivate new major individual and foundation donors to meet our annual revenue targets; and be able to quickly translate complex policy analysis for a wide range of audiences—including private and public sector funders, grassroots activists and decision-makers.

The ideal candidate must have a broad range of relationships with foundations, corporations and other funding sources. It is critical that the Director of Development be entrepreneurial, innovative, a critical thinker, leader, action-oriented, and goal oriented. A proven record of accomplishment of successful grant writing and fundraising for HIV & AIDS, Hepatitis, STIs and other health-related topics is preferred.

**Job Location:** Los Angeles, California preferred but open to remote locations (No re-location costs are covered by the agency)

**Reporting Relationship:** President & CEO

**Supervisory Relationship:** Development Manager, Communications Coordinator, grant writing consultants

### III. Essential Responsibilities and Functions

#### Agency-wide Duties and Responsibilities:

- Sits on the executive management team
- Supports the mission, vision, and values of the Black AIDS Institute
- Complies willingly with all organizational policies and procedures
- Supports all functions that attain and maintain accreditation and compliance with regulatory agencies
- Supports and facilitates positive interaction with others by exhibiting:
  - Individual maturity
  - Respect for others
  - A team-centered approach
  - Cultural Humility
  - Maintenance of confidential information
- Communicates appropriate information to other departments in a timely and effective manner
- Participates in appropriate professional development programs to attain and maintain competency

#### Position Specific Duties/Responsibilities:

**General Fundraising Responsibilities**

- Creating, implementing and coordinating a multiyear development plan and strategy.
- Leading and managing the agency’s overall development efforts to raise an annual budget of $4 million dollars by expanding and diversifying BAI’s revenue streams.
- Writing grant proposals for government, corporate and foundation funders.
- Assessing the fundraising potential of existing programs and collaboratively develop new initiatives to meet agency strategic objectives and vision.
- Writing funder reports.
- Identifying, recruiting, cultivating & nurturing donors, corporate sponsors, foundation & private funding sources to increase sponsorship growth.
- Preparing monthly development reports to the agency’s CEO & Board of Directors.
- Identifying, cultivating, and soliciting major individual donors.
- Identifying, developing and managing new relationships, and strengthening and managing existing relationships, with private foundations and multilateral organizations.
• Drafting emails, letters, reports, social media and overseeing the production of elements, as part of strategic fundraising campaigns/appeals
• Developing proposals and write letters of interest and funder reports, working closely with relevant staff.
• Developing processes and tools for tracking progress on the implementation of fund development goals and objectives.
• As needed, supervising fundraising consultants, staff and provide ongoing guidance and coaching to improve the performance of staff and volunteers supporting the development work.
• Completing and organizing all required pieces of grant applications including budgets and budget narratives, administrative requirements and final submissions.
• Planning and coordinating special events.

Private Sector Fundraising
• Designing and implementing annual giving efforts to acquire, renew, and upgrade BAI’s private and corporate donors.
• Works in concert with CEO to establish annual strategic development goals, identify revenue sources, and write annual development plan.
• Maintaining giving history on all current members of donor base and maintain analysis of each member and overall trends.
• Nurturing relationships with donor members.
• Identifying, initiating and maintaining fundraising contacts to increase visibility and generate revenues.
• Devising and implementing donor recognition for annual, special project, and special event donors.
• Preparing written materials and promotional material necessary to support the development effort.

Foundation and Public Sector Research and Grant writing
• Researching and cultivating new funding sources for current and proposed programs.
• Leading the writing of and full range of activities required to prepare, submit and manage grant proposals to foundation, corporate and government sources for current and/or future BAI programs.
• Managing grant reporting requirements and necessary follow up for successful grant applications.

Communications
• Collaborate closely with the President and CEO, communications staff, and communications consultant(s) on all organization-wide communications strategy development and implementation to build the brand and raise the visibility of BAI and the work and profiles of our constituents;
• Support and/or take the lead on cross-departmental communications strategy development and implementation;
• Supervise the writing of a range of internal and external communications materials, such as newsletters, op-eds, ad copy, and press materials;
• Oversee the development and “publishing” of written and electronic collateral materials including the Black AIDS Update e-Newsletter;
• Develop strategy for communications tools for BAI website and other social media and new media platforms, aimed at amplifying the mission and priorities of BAI and engaging partners, supporters, donors, and grantees.

IV. Professional Qualifications
Required:

- Minimum of 5 years’ experience in the field of nonprofit fundraising, preferably in health care, social justice and/or communities of color, with increasing levels of responsibilities and experience.
- Master’s degree in related field.
- At least 3 years’ supervisory and project management experience.
- At least 3 years’ experience in data collection and analysis. This includes experience in data mining donor lists, both for improvement of their quality, but also to gain analytical insights into organizational fundraising patterns.

Preferred:

- The successful candidate must have planned, implemented and evaluated significant fundraising initiatives (including online initiatives), and have significant experience in government grant writing and reporting, foundation and corporate relations, prospect identification, cultivation, stewardship and solicitation.
- Proven track record in achieving fundraising goals and experience in developing and managing a portfolio of major donors and foundations.
- Experience in creating, evaluating and tracking development systems and processes that maximize efficiency of work.
- Well-documented and successful history of working with boards and committees.
- Knowledge and familiarity with HIV and social justice philanthropic community and an ability to analyze the advocacy fundraising landscape.
- Internet/computer savvy, with experience utilizing Word, Excel, website management and e-communications software social media platforms and donor databases.
- Comfortability and experience using Asana and/or other web-based project management systems.
- Ability to clearly communicate about HIV, social justice and advocacy issues in both written and verbal forms.
- Understanding of and/or experience with HIV work and issues affecting Black communities is preferred.
- Non-profit programmatic experience.
- Knowledge of database software and online fundraising.
- Independent, results-focused, highly organized self-starter.
- Excellence in time management and prioritization.
- Strong analytical and organizational skills.
- Comfort with giving and receiving honest, constructive feedback.
- Flexibility to work occasional evening and weekend hours.
- Some travel may be required.

General Skill Requirements:

- Excellent oral, written, interpersonal communication, public speaking and presentation skills.
- Exemplary ability to manage multiple tasks using independent judgment and discretion.
- Ability to work independently and accurately in a high-paced, deadline-oriented environment.
- Ability to work under pressure while exercising discretionary judgment; make decisions when necessary with minimal direct supervision; work remotely without supervisory accompaniment.
- Ability to function well within a team environment, including cross-department coordination.

Physical and Sensory Requirements:

- Ability to read, write and converse in English.
- Ability to communicate efficiently with staff, stakeholders, and vendors.
- Ability to remain calm and composed under stress.
● Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
● Ability to respond to telephones and other auditory stimulation
● Ability to organize
● Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
● Ability to evaluate/interpret information and make independent judgments/decisions

V. Compensation and Benefits

The Director of Development position described above is a full-time position. Some weekend and evening hours are required. Some travel may be required. Salary is commensurate with experience with a competitive benefits package.

VI. How to Apply

To apply, applicants should email a cover letter and resume in PDF format to humanresources@blackaids.org with the subject line “BAI – Director of Development.” Cover letters should include the applicant’s salary requirements. Incomplete submissions will not be considered. Initial screening will begin on September 17, 2019 and continue until the position is filled. No phone calls please.

The Black AIDS Institute is equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), gender identity and/or expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factors. Applicants from historically underrepresented and/or marginalized communities, including people of color, LGBTQ+, people living with HIV, and people on PrEP, are highly encouraged to apply.