Overview

The HIV/AIDS epidemic is not over, especially in Black communities. Would you like to be a part of the solution? The Black AIDS Institute is looking for a self-motivated Development Manager who is able to flourish in an unapologetically Black environment while helping to confront HIV/AIDS.

The Development Manager is an essential part of the Black AIDS Institute’s development team. This is a full-time, salaried, exempt position responsible for assisting in fundraising efforts and processing all grants and contracts throughout their lifecycle. From pre to post award, the Development Manager, will ensure proper due diligence and compliance. This position will develop processes to ensure a streamlined workflow – from pre-approval through grant closure – and for communicating grant information to development, program, and finance staff. Duties involve fundraising research, extensive record keeping with attention to accuracy and regulatory compliance, as well as the ability to envision, recommend, and implement process improvements. The position requires someone who is comfortable in a dynamic environment with both analytical thinking and implementation of detail.

The ideal candidate must have a demonstrated commitment to anti-oppression work that fights for the core values of social justice and equal representation, as well as thrive in an unapologetically Black work environment. Some travel, weekend and evening hours will be required.

JOB LOCATION: Los Angeles, California

REPORTING RELATIONSHIP: Director of Development

SUPERVISORY RELATIONSHIP: None

SUPERVISION/TRAINING:

- Regular meetings with the Director of Development and Programs Team
- Periodic participation in internal and external trainings
- Ongoing professional development opportunities

ORGANIZATION-WIDE DUTIES AND RESPONSIBILITIES:

- Support the mission, vision, and values of the Institute.
- Comply willingly with all organizational policies and procedures.
• Support all functions that attain and maintain accreditation and compliance with regulatory agencies.
• Support and facilitate positive interaction with others by exhibiting:
  o Individual maturity
  o Respect for others
  o A team-centered approach
  o Maintenance of confidential information
• Communicate appropriate information to other departments in a timely and effective manner.
• Participate in appropriate professional development programs to attain and maintain competency.

POSITION-SPECIFIC DUTIES AND RESPONSIBILITIES:

• Working with Director of Development to identify and research prospects
• Assisting with new and enhanced stewardship of all donors
• Managing all of the Black AIDS Institute’s grants and contracts including creating a filing system for each grant and contract received.
• Collaborate with co-workers to gather information and write grant proposals.
• Ensuring timely submission of grants/contracts to funders, contracting agencies, and subcontractors; as well as, programmatic and financial reports.
• Keeping track of all reporting, programmatic, financial and administrative requirements and due dates related to all grants/contracts.
• Managing all administrative and reporting requirements for all federal grants including monthly billing submissions.
• Creating monthly reports for Director of Development listing all of the Black AIDS Institute’s current grants/contracts, deliverables for each grant/contract and monthly progress on completing those deliverables.
• Planning and executing special funding opportunities (end-of-year-end appeal, Annual Report, etc.)
• Working with Director of Development and programmatic staff to create grant deliverables and cover letters.
• Creating monthly program narrative reporting templates for each grant/contract for programs team to complete and ensuring those reports are submitted.
• Working with programs, development, and fiscal staff to revise budgets due to changes.
• Completing invoice verifications of contractors.
• Hosting in-office meetings with contractors.
• Monitoring and evaluating services being provided in order to ensure effective program implementation.
• Assisting programs team with the completion of all grant/contracts narrative reports required by each funder.
• Working with the development team to prepare all grant/contract budgets and administrative requirements for submission of proposals.
• Keeping informed of any new changes and regulations to federal grant awards.
• Assisting the Director of Finance in organizational audits where submission of grants and contracts documents are required.
• Other duties as assigned.

POSITION QUALIFICATIONS:
• Advanced Skills in Microsoft Excel.
• Excellent oral written and presentation skills.
• Ability to prioritize personal work schedule and priorities using independent judgment.
• Ability to move to next stage of tasks and projects in the absence of managerial supervision.
• Ability to manage multiple deadlines in a fast-paced environment with multiple priorities.
• Outstanding organization, project and time management skills.
• Demonstrated resourcefulness and flexibility.
• Willingness to work nights and weekends to meet grant reporting and proposal budget deadlines.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor’s degree plus three years of relevant employment involving grant acquisition and compliance or an equivalent combination of education and experience.

OTHER REQUIREMENTS:

• Ability to read, write and converse in English.
• Ability to communicate with staff, stakeholders and vendors.
• Ability to remain calm and composed under stress.
• Bending, lifting 20-pound boxes and packages, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing.
• Ability to respond to telephones and other auditory stimulation.
• Ability to organize and prioritize assignments.
• Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements).
• Ability to evaluate/interpret information and make independent judgments and decisions.

To apply, submit a cover letter, resume and a sample proposal or appeal letter to humanresources@blackaids.org. Email subject line should read “Development Manager.” Incomplete submissions will not be considered. Black folks, members of LGBTQ communities, people living with HIV, and people who hold more than one of these identities are highly encouraged to apply. Initial screening will begin immediately and continue until the position is filled. No phone calls please.

About the Black AIDS Institute

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 epidemic 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/or 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.

The Black AIDS Institute is an Equal Opportunity Employer. For more information about the Black AIDS Institute visit www.blackaids.org.