Position Title: Chief Development Officer

Department: Senior Leadership Team

Report to: Executive Director

Type: Full Time, Exempt

**Position Summary**

The Director of Community Engagement provides inspirational leadership, experience, and a deep knowledge of fundraising and community engagement/marketing strategies. The position is directly responsible for the cultivation, solicitation and stewardship of major gifts from individuals, foundations, and corporations coupled with creating an annual work plan that aligns with Southwest Center’s strategic initiatives. Working in partnership with the Executive Director, long-term strategies include: cultivating new and existing relationships that build a sustainable revenue pipeline, growing Southwest Center’s annual fund and ensuring good systems, recording keeping and processes are in place.

This position is a member of the senior management team and works collaboratively with members of the board of directors, Southwest Center staff, volunteers and the public. The position supervises the Director of Grants.

**Essential Functions**

This job description serves only as a general description of anticipated day-to-day responsibilities of the position. Management retains the discretion to add duties or change the duties of this position at any time.

**Fundraising**

- Develop and sustain relationships with Southwest Center stakeholders including individuals, corporations, and foundations to identify and grow both program and general operating funds.
- Build a major gift portfolio of individual donors who annually contribute $1,000 or more each year.
- Develop in partnership with the Board Chair an annual Board of Directors Campaign ensuring 100% of Board Members make an annual gift at a level that is comfortable for them.
• Develop and implement successful campaigns such as Arizona Gives Day, Give Out Day and end of year giving.
• Develop and execute annual strategic fundraising plan and budget, that leads Southwest Center towards the goal of raising $1,000,000 annually by 2024.
• In collaboration with the Executive Director, create a culture of philanthropy that results in effectively engaging and inspiring staff, volunteers and the Board of Directors to participate in donor engagement and cultivation activities.
• Develop and implement fund development policies, systems, data management, tracking and procedures.

**Marketing**
- Ensure a consistent communications strategy across all channels (web, email, social media and print)
- Develop a marketing plan that supports the development plan
- Represent the Southwest Center when the Executive Director is unavailable
- Cultivate media relationships and serve as the primary point of contact for the media

**Leadership**
- Serve as a member of the agency’s Senior Leadership Team
- Collaborate with senior management team in the creation of Southwest Center’s annual organization budget.
- Recruit, develop and evaluate direct reports
- Partner with the Executive Director to instill a culture of philanthropy throughout the Center

**Minimum Qualifications**

- A passion for the Southwest Centers mission and work with LGBTQ+ communities
- Highly developed professional fundraising skills, attention to detail and follow through.
- At least 7 years professional fundraising leadership experience with individuals and nongovernmental institutions.
- Bachelor’s degree from an accredited institution
- Deep understanding of the Arizona philanthropic community.
- Excellent written and verbal communication skills including the ability to make effective presentations to groups of people; knowledge of and experience with a variety of social media tools; newsletter/blog development and editorial experience preferred.
• Ability to work respectfully and communicate effectively with multi-cultural, diverse populations; personal or professional experience with the LGBT community strongly preferred.
• Must be proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) and at least one CMR.
• Highly organized self-starter with excellent problem-solving skills and ability to multi-task effectively.
• Ability to work in fast-paced environment with changing deadlines and priorities while maintaining a positive attitude.
• Work effectively in a mission-driven agency whose clients and staff exhibit significant diversity with respect to race, ethnicity, gender identity, sexual orientation, socio-economic status, nationality, and religion.
• Ability to work evenings and weekends as necessary.
• Reliable transportation, a valid driver’s license, with an insurable driving record

Preferred Qualifications

• Graduate degree in business, public administration, nonprofit management, fundraising or related field.
• CFRE credential.
• Prior experience building a development office from the ground up

Environmental Factors and Conditions/Physical Requirements

• Work primarily in a climate-controlled environment with minimal safety/health hazard potential.
• Office environment, exposure to computer screens for lengthy periods of time.
• This is an exempt position that requires evening and occasional weekend work.
• Travel outside of the Phoenix region approximately 10% of the time.
• Requires operating standard office equipment (i.e. telephone, computer, fax machine, copier, etc.).

How to Apply

• Send cover letter and resume to cpeterson@swhiv.org

Equal Employment Opportunity
The Southwest Center maintains a healthy work environment free from harassment and discrimination based on sexual, racial, age-based, religious, ethnic, disability, family status, sexual orientation, gender identity or expression. All recruitment and retention decisions are guided by this policy.