

## Employment Opportunity: Donor Relations & Program Director

### JOB SUMMARY:

The Donor Relations & Program Director is primarily responsible fund development and program management for the Foundation. This includes donor stewardship: cultivating, engaging and retaining new and current donors. The Donor Relations & Program Director manages the grant-making and She Talks!™ programs, builds community awareness around the Foundation's research reports and assists with the awards luncheon program.

### RESPONSIBILITIES:

- 1. FUND DEVELOPMENT** – Cultivating current donors, corporate sponsors and community stakeholders; assist with identifying and cultivating potential new donors/stakeholders. Fully utilize donor database system and track all donor cultivation moves. Assist with creating and implementing an annual development plan. Attend and serve as back-up staff liaison to Board's Fund Development Committee.
- 2. PROGRAM MANAGEMENT**
  - **Grant Management** – Manage the grant-making process. Ensure grant submissions and grant reporting deadlines are met by funded organizations. Work with Arizona Community Foundation on online grant giving platform. Engage with nonprofits whose missions align with Arizona Foundation for Women. Create and present success rates and indicators on funded nonprofit grant reports. Serve as staff liaison to Board's Program committee.
  - **Research & Programs** – Coordinate She Talks!™ events Assist with presenting Status of Women in Arizona report. Assist with annual fundraising luncheon planning and execution. Utilize volunteer/intern engagement and cultivate into donors. Assist with create volunteer/intern job roles and descriptions.
- 3. ADMINISTRATIVE / OTHER** – Serve as a senior leader team member and provide ideas and strategies that further the mission and strategic direction of the Foundation.

### REQUIRED SKILLS AND KNOWLEDGE:

- Bachelor degree from an accredited university or college.
- 5 or more years of nonprofit fund development, donor stewardship and event management experience.
- Experience with donor database software.
- Maintain a flexible schedule, including nights and weekends.
- Experience in managing grant-making or other programs.
- Strong computer, reporting and presentation skills.

### WHAT WE OFFER

Arizona Foundation for Women offers an exciting and rewarding experience as well as a comprehensive benefits package that includes medical, dental, vision, life insurance, and other offerings based on position. Submit resumes to [mdavis@azfw.org](mailto:mdavis@azfw.org) by June 15, 2017.