



EXECUTIVE DIRECTOR

Arizona Anti-Trafficking Network (AATN) is seeking a motivated professional with strong fundraising and business skills to elevate, support and coordinate activities in our fight to end human trafficking in Arizona.

This position will be responsible for developing fund raising opportunities and seeking grants to support the various programs under the AATN network; elevating the profile of AATN in Arizona; and overseeing administrative activities to support and assist each program in their effort to bring awareness and action to fight exploitation across the state. This position will inspire collaboration among various efforts to fight human trafficking, demonstrating that more can be done together than individually.

Send work experience and resume to info@aatnaz.org. Salary range: \$50,000 to \$75,000

Job Description – AATN Executive Director

The Executive Director of the Arizona Anti-Trafficking Network (AATN) works under the supervision of the Executive Board of AATN.

AATN is a comprehensive network of committed advocates working in the anti-human trafficking field. The Executive Director acts as the liaison through which the activities of these independent efforts are coordinated in response to needs and opportunities in Arizona. The Executive Director represents the collective voice of advocates in the AATN Network and the movement, including recommending new programs and partners to expand AATN's efforts to end human trafficking in Arizona.

Key Responsibilities

- Fundraising
 - Identify sufficient public funding sources to support AATN and its programs to allow AATN to maintain its Public Charity status (i.e., over 33-1/3% sourced from entities qualified to meet the “public support test” as required by the IRS). Provide recommendations to Executive Board.
 - Prepare a fundraising plan and implementation strategy for approval by AATN Executive Board. Upon approval, execute same.
 - Provide assistance for ongoing financial support to all AATN Network activities and programs. Identify opportunities to expand income streams, plan and implement fundraising strategies (i.e., events, campaigns, grant writing, etc.).
- Through public relations activities, elevate AATN's position and participation in the statewide and national anti-trafficking movement. Develop and maintain relationships with funders, sponsors, community leaders, media, business organizations and the greater community.
- Review, evaluate and recommend adjustments to programs for relevance, impact and value; identification of new sectors, programs, and partners to be engaged with AATN in order to ultimately fill gaps vital to the anti-trafficking movement in Arizona.
- Develop materials and publications to promote AATN and the Network programs.
- Attend AATN program and partner meetings when appropriate.
- Oversee AATN's administrative activities and back-office support provided to Network programs including: payroll verification; adherence to policies and procedures; coordination and submission of program financial information to bookkeeper and AATN Treasurer; develop administrative budget for AATN.
- In conjunction with Media Consultants, coordinate AATN website and social media presence.

- Management of ongoing Board activities:
 - Prepare materials and information for AATN Executive Board and Network meetings. Disseminate agenda, minutes and other materials prior to meeting so directors and program personnel can be properly informed and prepared.
 - Prepare accurate documentation and minutes of the AATN Network proceedings.
 - Maintain and ensure adherence to board-adopted policies and procedures.
- Other duties as assigned by the AATN Executive Board.

Position Requirements:

- Experience:
 - Proven success in fundraising and/or fund development
 - Commitment to and interest in social justice and human rights issues; specific interest and experience in the subject of human trafficking, both labor and commercial sexual exploitation.
 - Strong interpersonal skills and the ability to communicate effectively with team members, stakeholders (i.e. anti-trafficking allies and community members), and other human trafficking advocates.
 - Previous experience in an unsupervised position as part of a functional team.
- Skills:
 - Proficient communication skills, both verbal and written.
 - Proficient computer skills in Microsoft Excel, Word, Outlook and Access.
 - Able to navigate new and existing web technologies (browsers, blogs, social networking programs, etc.). Comfortable with on-line innovations and programs including developing specialized websites, and pages.
 - Ability to work independently, multi-task and prioritize.
- Qualities:
 - Team player with strong work ethic; able to work with a variety of personality types.
 - Motivated by a high level of accountability; results oriented.
 - Committed to high professional ethical standards in a diverse workplace.
 - Excels at operating in a fast pace, community environment.
 - Supports and embraces the mission of AATN and its projects and be willing to represent it appropriately.