

Executive Director

Reporting to and in partnership with the Board of Directors, the Executive Director is the chief officer of the Foundation and assumes a wide range of management, development, and program responsibilities. In this capacity the Executive Director oversees and is ultimately responsible for organizational management and finances including budgeting, human resources, strategic planning, grant-writing and grants management, program management, marketing, philanthropic development, and fundraising event oversight. The Executive Director of Aunt Rita's Foundation is in a key community leadership role and as a result also coordinates all public relations and community partnerships, and drives Aunt Rita's Mission – "In everything we do, we are dedicated to the elimination of, and suffering from, HIV and AIDS."

Leadership / Strategy

- Provides direction for setting and achieving the strategic plan and annual operating plan
- Determines the organizational structure and staff roles and responsibilities
- Provides Board of Director support and organizes board meeting agendas, reports, and strategic planning
- Manages or oversees the day-to-day operations of the Foundation including human resource functions, financial matters, and operations
- Works with and supports Aunt Rita's partner agencies to support their mission and activities
- Provides leadership and guidance in the broad HIV service community in Arizona
- Coordinates and recommends staff development opportunities
- Acts as the public relations officer for the foundation, including writing and issuing press releases and providing media interviews

Philanthropy

- Maintains relationships with grantee partner agencies and other potential grantees
- Develops grant application materials and ensures that they are transmitted to eligible applicants
- Together with the Board and in accordance with Bylaws, develops grant funding rules, parameters, and priorities
- Coordinates, with board committee leadership, selection of agency grantees.



Position Description

Executive Director

Fundraising

- Creates and executes a strategy to maintain and grow a large sustained base of individual donors
- Secures financial support for fundraising activities from individuals, foundations and corporations through sponsorships or event ticket sales
- Maintains and develops relationships with existing and potential sponsors, foundations, and donors
- Active engagement in the planning and production of all fundraising events

Development

- Manages and oversees all program activities and grants management and billing
- Maintains and expands Aunt Rita's community partnerships and relationships that further the organizational mission
- Develops and maintains ongoing relationships with major donors
- Secures financial support for program activities from government funders, individuals, foundations, and corporations through grants

Organizational and Fiscal Responsibility

- Coordinates and participates in Board meetings and Board subcommittee meetings
- Manages all employee benefit programs
- Acts as the human resources officer for the small staff
- Develops and monitors annual budget
- Reviews and submits budget to Board of Directors for approval
- Monitors monthly financial statements
- Generates monthly report for the Board with variances explained in notes

Minimum Qualifications

- Bachelor's Degree
- 7-plus years' experience in non-profit management in a leadership role including budgeting and financial management
- Exceptional organizational, managerial, and communication skills
- Proven development success with sponsor recruitment and retention and grant-writing
- Demonstrated collaborative skills with an emphasis on seeking and building partnerships
- Experience with media and public relations
- Outstanding public speaking abilities
- Must be proficient in MS Word, Excel, PowerPoint

Desired Qualifications

- Master's degree in business administration, Non-Profit Management, or Public Health
- Experience in the field of HIV prevention, treatment, or services
- 10-plus years of experience in non-profit management in a leadership role
- CFRE Certificate
- Established relationships and contacts in the Arizona HIV community and corporate community • Visionary

Compensation Package

- Competitive Salary
- Health and Retirement including medical, dental, vision, life insurance, disability, and IRA company match up to 3%
- Mileage reimbursement
- Bonus / Incentive plan – Negotiable