

<p style="text-align: center;">East Valley Adult Resources, Inc. Job Description: Development Director</p>
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Overview: Provide leadership to develop, execute and evaluate comprehensive fund development and marketing plans needed to achieve EVAR's vision, mission, and goals. Collaboratively plan, implement and lead fund development strategies that include individual giving, corporate outreach, special events, and grant management. Lead marketing and awareness efforts, including fostering a consistent brand identity, media outreach, community promotion, and collateral development. The position involves significant team work and collaborative efforts with staff, volunteers, organizations, foundations, corporations, and private donors.

Major Duties:

- Provide leadership to develop and execute strategies for diversified fund development and communications, in keeping with EVAR's Strategic and Annual Plans. Work with the Board of Directors, Chief Executive Officer, Management Team and staff to position the organization and its programs to maximize public awareness and fund development opportunities.
- Cultivate and develop relationships with existing and potential donors, including individuals, organizations, and corporations. Ensure the development and maintenance of a comprehensive donor database. Coordinate the organization's direct mail and related campaigns. Develop and manage major and planned giving programs, including increasing support for the agency's endowment fund.
- Plan, implement and lead special event fund raising activities, including the Healthy Living Expos.
- Provide leadership in developing and fostering corporate and business relations. Direct, implement, and monitor government, foundation, and related grant activities, including research of prospective grants and submission of proposals and applications.
- Provide leadership in the development of EVAR's brand identity. Coordinate marketing and public awareness activities, including the development and/or oversight of updated collateral, website, media and social media outreach, newsletter, annual report, and community outreach. Represent the organization publicly.
- Assist the Chief Executive Officer in providing support and staff leadership in fund development and marketing to the Board of Directors and related committees.
- Maintain an organizational climate that attracts, motivates, supports, and retains high quality professional employees and volunteers who are committed to EVAR's mission. Supervise development staff and volunteers.

Other Duties:

- Ensure that EVAR's policies, standards, and decisions are implemented and maintained. Foster appropriate communication and positive relationships between the Board, staff, volunteers, and offices / centers.
- Serve as a member of EVAR's senior management team, participating in the development of organizational plans and budgets, coordinating with other members in specific functional areas.
- Other duties as needed and appropriately assigned.

Qualifications:

- Master's or Bachelor's degree in a related field, with a progressively responsible nonprofit work history.
- Diversified fund development expertise including donor relations, special events, corporate outreach and grant management. Professional experience in marketing, public relations, communications and volunteer development. Experience in strategic planning and budget development and management.
- Demonstrated effective written and oral communication skills. Ability to write concise plans and reports and provide oral presentations. Proficiency with Microsoft Office and fundraising software applications.
- Effective interpersonal communication skills and ability to encourage teamwork. Multi-cultural sensitivity and ability to work effectively with diverse community members.

Requirements:

- Possess valid AZ driver's license and vehicle to use in performance of job.
- Ability to obtain a Level I Fingerprint Clearance Card and compliance to EVAR's background check policies.

Responsible to: Chief Executive Officer

Status/ Hours: Full-time exempt position. Primarily weekday office hours, with evening and weekend work required at times.

Primary Work Site: EVAR Administration Office in Mesa, Arizona. Position will require some travel via automobile.

Equal Opportunity Employer