



Job Description: AIDS Alabama South *Development Coordinator*

Reports To:	Executive Director.
Benefits Include	Zero cost for single/individual BCBS Medical, Life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA), Dental, Vision, Retirement with 50% match; Generous Paid Time Off & Extended Leave, Fifteen recognized Holidays, and more.
Salary Range	\$37,800 (limited experience) -- \$46,200 (significant experience), annually.
Minimum Requirements	Bachelor's degree, two years' work experience; Exemplary communication skills; Top-notch organizational skills, meticulous attention to detail, ability to multi-task; Ability to take initiative with projects, and ability and desire to motivate and support volunteers; Reliable transportation, valid driver's license, auto insurance, good driving record, and proof of COVID-19 vaccination(s); Successfully complete pre-employment process.
Preferred Qualifications	Experience non-profit fundraising; Two years' experience working in a non-profit setting; Experience with multimedia and creativity software such as Adobe and Canva; Experience in public relations, marketing, fundraising, coordinating volunteers, fundraising software such as Raiser's Edge, and coordinating events.
Overall Mission	Increase unrestricted funds for AIDS Alabama South.

Areas of Responsibility

1. Design short-term and long-range plans to raise unrestricted funds with input from the Executive Director.
2. Create an annual plan to increase private sector funds and actively participate in the budgeting process to ensure success at meeting budgeted goal.
3. Complete cultivation, solicitation, and stewardship cycle for major gift prospects and donors.
4. Assist the Executive Director advancing opportunities for obtaining contributions from individuals.
5. Provide responsible, coordinated compliance with federal and state tax and charitable giving laws.
6. Regularly update, maintain, and utilize donor database partnering with Director of Development at AIDS Alabama, Birmingham.
7. Process agency contributions, including timely thank-you letters for monetary and in-kind donations.
8. Promote public and corporate relations, awareness, and increase mailing list.
9. Represent the agency at assigned events.
10. Coordinate special fundraising events and logistics for internal and external events, including staff functions, Dining Out for Life, United Way Campaign, and Holiday Gift Box.
11. Coordinate volunteer program with AIDS Alabama, Birmingham, to ensure seamless processes with both agencies.
12. Oversee volunteer program, and recruiting, training, and supervising all volunteers.
13. Develop and oversee the department budget.
14. Produce annual report.
15. Complete and submit all reports on time.
16. All fundraising, events, activities, volunteers, and administration will require significant interaction with the Director of Development at AIDS Alabama, Birmingham.
17. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time, and occasionally include nights, weekends, and travel.
2. Physical: May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be mobile including climbing stairs, able to read documents and respond to written communication, and able to hear and understand the English language.
3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other

STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectations

All employees are expected to represent the agency through all methods of communication in a way that reflects the agency’s mission. Adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer.

Employee’s signature

Date

Human Resources signature

Date