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| SFAF%20BW%20Logo | San Francisco AIDS Foundation | | | |
| **JOB TITLE** | | Vice President, Development | **GRADE** | 19 | |
| **REPORTS TO** | | Chief Executive Officer | **STATUS** | Regular, Full-time | |
| **FLSA** | | Exempt | **STANDARD WK HOURS** | 40 Hrs | |

**ORGANIZATIONAL SUMMARY:**

San Francisco AIDS Foundation, formed in 1982, is the largest AIDS Service Organization (ASO) providing services, education and advocacy within San Francisco.  By combining innovative, evidence-based programs for HIV prevention and care with bold policy initiatives focused on issues ranging from harm reduction to total health and wellness, the agency is making sustainable progress against HIV among populations most vulnerable to the disease n San Francisco.  For more information about SFAF, please visit our website at [www.sfaf.org](http://www.sfaf.org).

**POSITION SUMMARY:**

The Vice President, Development envisions, provides leadership for and executes a diversified strategy to achieve SFAF's long-term financial sustainability and annual revenue goals from individuals, corporations, foundations and via participants in the annual AIDS/LifeCycle, AIDS Walk San Francisco and other events. The VP provides engaging leadership and management to ensure revenue for the organization as a whole, currently via a portfolio heavily focused on events and government partnerships. . The VP Development reports directly to the CEO and serves on the CEO Leadership Team..

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

1. Develops, plans, organizes, and directs the fund development programs of SFAF, including all major events, individual philanthropy programs, institutional, foundation and corporate relations and donor services operations.
2. Monitors and tracks revenue and expense performance of all revenue-generating programs. Reports dashboard and comprehensive results to Chief Executive Officer, adjusts programs and budgets as necessary.
3. Coordinates and stewards relationships for planning, activities, communications and contract negotiations with all affiliate fundraising programs, partners and vendors.
4. Coordinate and engage with other senior leadership team members and engage programmatic leadership in development activities to ensure strong connection to our work.
5. Cultivates and stewards the key drivers of SFAF's fundraising success including top fundraising participants of AIDS/LifeCycle and AIDS Walk and major donors to ensure long-term financial sustainability.
6. Prepares and administers the development department budget in alignment with the Foundation’s strategic plan. Monitors department costs to ensure that appropriate controls are implemented.
7. Provide leadership for creating and implementing a multi-year plan to strengthen the organization’s individual philanthropy and planned giving portfolios, oversee and implement capacity realignment required.

**Other Skills and Abilities:** Understand the medical, mental health and human services issues as they relate to HIV/AIDS treatment and prevention and the communities serviced. Strong experience in organizing, coordinating, and motivating groups of volunteers. Demonstrated ability to provide leadership, develop strong personal relationships, organize fundraising activities effectively, and participate in high-level development negotiations. Thorough knowledge of key philanthropic trends and top-level contacts with major sources of funding, including individual and corporate, foundation and government sectors. Experience with database-driven development and membership programs.

**Supervisory Responsibilities:**  Directs and manages the Director of AIDS/LifeCycle, in partnership with VP of Development of co-producing partner organization, and Director of Development Operations. Provides guidance and direction of all other development and event staff, a department with a staff of over 20+ members.

**Key Competencies:** To perform the job successfully, an individual should demonstrate the ability to exhibit the following competencies:

* **Communication:** Speaks clearly and effectively, is thoughtful, persuasive; writes clearly and informatively; varies communication style to meet need of audience
* **Knowledge**: Possesses technical knowledge required to do the job including knowledge of event production, public health and/or HIV and AIDS
* **Judgment:** Exhibits sound and accurate judgment; can clearly explain reasoning for decisions; includes appropriate people in decision-making process; demonstrates persistence and overcomes obstacles
* **Adaptability:** Adapts to changes in work duties and organizational structure
* **Problem solving**: Identifies and resolves problems in a timely manner, works with others to solve complex problems
* **Customer service**: Ability to work comfortably with diverse populations, with sensitivity to issues concerning HIV and all disabilities. Responds efficiently and cordially to requests for service and assistance interdepartmentally
* **Professionalism**: Reacts well under pressure; treats others with respect and consideration; follows through on commitments
* **Dependability**: Completes tasks on time; takes responsibility for own actions; can be relied upon
* **Strategic Thinking:** Develops strategies to achieve organizational goals; identifies external and internal issues and opportunities; adapts strategy to changing conditions
* **Acumen:** Understands implications of decisions on other areas of the Foundation; displays orientation to non-profit environment; aligns work with strategic goals
* **Leadership:** Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others
* **Innovation:** Displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas
* **Professional Expectations**: Demonstrated ability to fulfill the Foundation’s professional expectations of accountability, active collaboration, commitment, communication, diversity and professionalism

**EDUCATION AND/OR EXPERIENCE:**

Bachelor’s degree and at least five years of professional development experience in health care, higher education or not-for-profit institution required, including at least three years in a senior management capacity. Requires familiarity and experience with a wide variety of fundraising platforms including third-party transaction-focused pledge events as well as relationship-based individual philanthropy, annual giving campaigns, telemarketing, direct mail, on-line/social media and corporate/foundation relations. CFRE desired, not required.

**PHYSICAL DEMANDS:**

Skill in operating various office equipment such as, personal computer, calculator, copy machine, facsimile machine, typewriter, and telephone system. Ability to perform routine bending, stooping, twisting and reaching.

Ability to attend and participate in AIDS Walk (10 hours standing/10K walk), endurance events (weekend of standing, driving, 15 hour days) and AIDS/LifeCycle (4 days during year for pre-events where 6-8 hours standing and talking, Orientation Day of 12 hours standing and talking, 7-day event of 12-15 hour days of standing, lifting, driving, talking, camping)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

This position is primarily located at 1035 Market Street; San Francisco, however may require traveling to off-site meetings as required by the job. The position requires work during evenings, weekends and holidays.

*The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for personnel so classified.*

**HIV AND AIDS AT THE FOUNDATION:**

San Francisco AIDS Foundation recognizes the value of having significant representation of people living with HIV infection and AIDS in all departments and all at all levels of staff and management. The foundation provides an HMO plan with no pre-existing conditions clause for employees working 20 hours or more per week. All employees with disabilities, including people living with HIV infection, may request reasonable accommodation (as defined by the Americans with Disabilities Act and California Department of Fair Employment and Housing Act).

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:**

The San Francisco AIDS Foundation is an Equal Opportunity employer. We actively seek applications from people living with HIV/AIDS, and other disabilities, women, gay men, lesbians, transgender, queer and people of color.

**APPLICATION PROCESS:**

Submit résumé and cover letter explaining relevant experience to:

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| Human Resources ATTN: VPD | Or fax to**: Human Resources ATTN:** VPD |
| San Francisco AIDS Foundation | 415-487-3019 |
| 1035 Market Street, Suite 400 | Or Email to: jobs@sfaf.org |
| San Francisco, CA 94103 |  |
| NO PHONE CALLS PLEASE | **DEADLINE:** POSITION OPEN UNTIL FILLED |