

DIRECTOR OF DEVELOPMENT

AreaGay Foundation, a subsidiary of AreaGay, LLC, is seeking a Director of Development to oversee fundraising and the day to day operation of our philanthropic nonprofit foundation. This position is based in the Orlando, Florida area.

Job Description:

A non-profit Foundation, dedicated to providing emergency financial and other forms of assistance to those in need within the gay, lesbian, bi sexual and transgender community to help champion their causes.

Under the direction of the CEO of AreaGay LLC, the Director of Development creates and leads all elements of philanthropy, advocacy and fundraising, along with all promotional aspects and avenues for the Foundation. Director of Development for the Foundation is directly responsible for fundraising, financial objectives and management of staff within the Foundation.

Responsibilities include:

- Ability to working directly alongside of the CEO of AreaGay, LLC, building annual objectives to be measured and evaluated quarterly
- Engage and solicit gifts from top-tier donors by proactively identifying, recruiting, researching, qualifying and cultivating six figure donations
- Manage relationships top-tier donors; soliciting annual gifts and shepherding these very important donors
- Monitor all contacts to ensure positive and purposeful prospect and donor relations
- Collaborate regarding prospective activities with the CEO and staff
- Lead campaigns that help the Foundation secure the needed resources to expand its facilities and programs
- Arranging sponsors for national and regional initiatives and events
- Provide leadership in developing organization, programs, fundraising and financial plans with the CEO and staff, and carry out plans and policies authorized by the CEO
- Plan, coordinate and ensure implementation of strategies to attract, develop and retain donors and fundraising volunteers to support the Foundation and meet the Foundation fundraising goals
- In conjunction with the CEO, staff, outside vendors and other departments as needed: initiate, develop, coordinate, implement and distribute annual reports, marketing, advertising, public relations, media strategies and campaigns and facilitation of all internet and social media avenues to promote the Foundation
- Administer annual operating budget
- Develop and direct committee meetings and provide marketing, media and donor activity reports according to the Foundation policies
- Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors and assure compliance with the code of ethics, principles and standards of professional conduct

Qualifications:

- 10+ years of experience, with a proven successful track record of soliciting funds from corporate and private sponsors
- Must be comfortable working within the gay, lesbian, bi sexual and transgender community
- Commitment to the goals and values of the Organization
- Excellent written and verbal communication skills

- Excellent "face-to-face" marketing/selling/media skills
- Advanced experience writing or supervising the writing of high-level proposals and partnership agreements
- Strong Internet/online advertising and marketing attributes
- Mastery of cause-marketing, development public relations, marketing strategies, and implementing cause-marketing plans
- A demonstrated record of success in generating significant commitments from corporation and private sectors
- Strong organizational and analytical skills
- Expertise with Microsoft Office, research databases, and prospect management software
- A Bachelor's Degree required; Master's degree is preferred

Compensation and Benefits:

Salary will be based on abilities and past experience with full benefit package.

Email cover letter (including salary requirement) and resume to:
resume@areagay.com

Subject line should read: RE: Job ID 4001 – Director of Development
Or fax to: 407-649-2025
