



Job Opening Announcement

Development Director

This position is based in Mesa, Arizona

Aster Aging empowers and supports older adults and their families to remain independent and engaged in our communities. Established in 1979, our non-profit organization provides a full continuum of service for over 6,000 East Valley seniors annually. Our core programs include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach and Social Services, and Collaborative Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

We are currently recruiting for an important fund development and marketing leadership position. The Development Director creates and executes comprehensive fund development, marketing, and community engagement strategies to achieve Aster's vision, mission, and goals. The Director collaboratively plans and conducts fund raising activities including donor relations, individual giving, and special events. They lead and implement marketing and engagement efforts, including brand identity, media outreach, community promotion, and collateral development. This position is part of the senior management team, reporting to the CEO, and involves significant team work and collaborative efforts with the Board of Directors, staff, volunteers, organizations, corporations, and donors.

Full-time (40 hours /week) professional level exempt position
Competitive salary and benefits package

Qualifications include a master's or bachelor's degree in a related field with a progressively responsible nonprofit work history. A minimum of five years of diversified fund development and stewardship experience including donor relations, special events, corporate outreach, and grant management. Expertise in marketing, community relations, and volunteer engagement. Strong written and oral communication skills. Outstanding interpersonal skills and ability to encourage teamwork. Proficiency with Microsoft Office and website, marketing, and donor database software applications.

Please refer to the Job Description for additional information.

Interested applicants are encouraged to submit their resumes and salary expectations to:

Human Resources
Aster Aging, Inc.
45 West University Drive, Mesa, Arizona 85201
Phone: 480-964-9014, Fax: 480-898-7306, hr@asteraz.org
www.asteraz.org

Position is considered open until filled.

Equal Opportunity Employer

Aster Aging, Inc.
Job Description: Development Director

Overview: Provide leadership to create and execute comprehensive fund development, marketing, and community engagement strategies to achieve Aster's vision, mission, and goals. Collaboratively plan and implement fund raising activities including individual giving and special events. Lead marketing and engagement efforts, including brand identity, media outreach, community promotion, and collateral development. The position involves significant team work and collaborative efforts with staff, volunteers, organizations, corporations, and donors.

Major Duties:

- Lead efforts to develop, implement, and evaluate diversified fund development, marketing, and community engagement plans, in keeping with Aster's Strategic and Annual Plans. Work collaboratively to position Aster to maximize fund development and community awareness and engagement opportunities.
- Individual Giving: Cultivate and develop relationships with existing and potential donors. Oversee the management of the donor database. Coordinate the annual appeal, direct mail, and related campaigns. Develop and manage major and planned giving programs, including increasing support for the agency's endowment fund.
- Special Events: Plan, implement, and lead special event fund raising activities and campaigns, including Healthy Living Expos, Forever Aster Fundraising Breakfast, Holiday Helpers, and other future events.
- Corporate Outreach and Grants: Provide leadership in developing and fostering corporate and business relations. Support the CEO in grant management strategies, which may include research of prospective opportunities, submission of proposals, and presentations to funders.
- Marketing and Community Engagement: Provide leadership in furthering Aster's brand identity. Coordinate marketing activities, including development of collateral, website, social media, newsletters, and community outreach. Support agency-wide volunteer engagement efforts. 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 Aster's mission. Supervise development staff and volunteers.

Other Duties:

- Ensure that Aster'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 Aster'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.
- A minimum of five years of diversified fund development and stewardship experience including donor relations, special events, corporate outreach, and grant management.
- Expertise in marketing, community relations, and volunteer engagement.
- Strong written and oral communication skills. Ability to provide compelling content for collateral and marketing, concise plans and reports, and engaging oral presentations.
- Outstanding interpersonal skills and ability to encourage teamwork. Multi-cultural sensitivity and ability to work effectively with diverse community members.
- Proficiency with Microsoft Office and website, marketing, and donor database software applications.

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 Aster'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: Aster Administration Office in Mesa, Arizona. Position will require local travel by car.