

ALABAMA INSTITUTE FOR DEAF AND BLIND



Established 1858

P. O. Box 698 • Talladega, Alabama 35161

POSITION AVAILABLE

R-1630 Position ID #610250

Posting Date: December 20, 2006

**POSITION: Assistant Director of Annual Giving
Office of Institutional Advancement**

POSITION REQUIREMENTS:

- Must possess a bachelor's degree in public relations, marketing, communications or related field.
- Three years successful experience in fund raising preferred.
- Strong writing, speaking, human relations skills required.
- Demonstration of strong organizational skills required.
- Applicant must be highly motivated – a self starter.
- Must be willing to work flexible hours.
- Must have ability to work with a wide range of people and groups.
- Must be proficient in the use of computer technology related to word processing and data management.
- A sign language proficiency level of SURVIVAL must be obtained within the first 30 months of employment.
- The successful applicant must submit to a criminal history background check including, but not limited to FBI and ABI record repositories. Upon offer of employment, the applicant must present a non-refundable fee of \$49.00 and appear for scheduled finger printing appointment.

AIDB is sensitive to the needs of Blind or Visually Impaired and Deaf or Hard of Hearing and will make reasonable accommodations for qualified applicants and employees that do not impose undue hardship and are not essential functions of the job.

PERFORMANCE RESPONSIBILITIES:

- Assist Director of Advancement and President in development and implementation of annual and major gift fundraising strategies for AIDB and the AIDB Foundation.
- Coordinate AIDB efforts to secure annual and major gifts and grants from private sources for program development.
- Responsible for writing and preparation of private gift proposals, funding requests and publications related to Annual Fund.

FOR MORE INFORMATION CONTACT:

Daniel L. Wirth

Coordinator of Recruitment and Employment

Alabama Institute for Deaf and Blind

(256) 761-3302 Voice/TDD

E-mail wirth.daniel@aidb.state.al.us

AIDB IS AN EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

ALABAMA INSTITUTE FOR DEAF AND BLIND

- Cultivate relationships and contacts with potential funding sources.
- Research new and existing gift/grant opportunities and other possible funding sources.
- Coordinate fundraising oriented programs and special events including annual Race Fever event.
- Coordinate annual giving programs in direct mail, employee campaign and President's Council.
- Conduct personal solicitation of prospective donors.
- Manage donor recognition system.
- Participate in appropriate stewardship activities with major gift donors.
- Assist the Executive Director of Institutional Advancement in coordinating other events, activities and projects as directed.
- Maintain timely and accurate donor information, records and followup.
- Plan and implement various cultivation and awareness events for individuals and organizations, etc.
- Supervises volunteers, interns and support staff as needed.
- Support the public relations initiatives of the Institute.
- Participate in and complete other duties as assigned.

SALARY: \$37,835 - \$50,471 Scale PI Rank 50

Direct deposit is required.

This is an exempt position, and is not subject to overtime or compensatory provisions of the Fair Labor Standards Act.

DEADLINE FOR APPLICATION: OPEN UNTIL FILLED