

## Position Available: Director of Development



Affirmations is looking for a full time Director of Development. Position is salaried with a competitive benefits package.

### Job Description:

Affirmations, the community center for lesbian, gay, bisexual & transgender people and their allies in Southeast Michigan, seeks an individual with 5-10 years experience in development, including experience in the management of fund development for general operating revenue through the solicitation of foundations, corporations, government funding sources, and significant individual donors, and by submitting grant applications, and developing a planned giving program. Strong skills in database management, leading a team of staff and volunteers, strategic and creative approaches to development and organizational skills is imperative. The successful candidate must act as an ambassador of the center at all times and carry out the mission and purpose of Affirmations, implement policies, goals and objectives as directed by the CEO and interpret them to the public, volunteers and staff. Understanding of the LGBT community is important.

### Qualifications:

- BA/BS in related field.
- Minimum of 5 years of fund development experience, with a proven track record of success.
- Experience with volunteer facilitation and knowledge of board and committee functions.
- Excellent communication skills including writing, public speaking, and interpersonal.
- Familiarity with the Metro-Detroit community and surroundings, and community resources.
- Functional computer literacy, especially in Microsoft Office and databases.
- Experience working with and knowledge of culturally diverse populations.
- Willingness to maintain flexible work schedule, including evenings and weekends.
- Valid Michigan driver's license, good driving record and access to personal vehicle.

This full-time position includes competitive salary and full benefits package.

**Please submit cover letter and resume by March 31, 2010 to Leslie Thompson, CEO**

Mail: 290 W. Nine Mile Rd., Ferndale, MI 48220 Fax: 248-541-1943

Email: [Employment@GoAffirmations.org](mailto:Employment@GoAffirmations.org)

No phone calls please.

*It is the policy of Affirmations to provide equal employment opportunity to all employees and applicants without regard to race, color, religion, sex, age, national origin, height, weight, marital status, sexual orientation, gender identity/expression, HIV/AIDS status, political affiliation, veteran status, familial status, handicap or disability status, or a Vietnam-era or special disabled veteran, or other legally protected status in accordance with state or federal law. The policy applies to recruitment, hiring, training, promotion, transfer, compensation, benefits and all other aspects of employment.*