



Director of Development

Western North Carolina AIDS Project's (WNCAP's) mission is to provide equitable access to care and reduce harm from HIV, Hepatitis C, and drug use. WNCAP provides case management, prevention education, STD testing, and harm reduction services to people living across 18 counties of western North Carolina. WNCAP employs approximately 40 people and has 2 locations.

The Director of Development is primarily responsible for organizing and executing large and small-scale fundraising initiatives, managing the annual fund drive, and cultivating relationships with donors, local businesses, media outlets, and community organizations. In partnership with the Board of Directors and agency leadership, the Director of Development will also lead and implement major giving and planned giving fundraising strategies. The ideal candidate will have an established background in coordinating nonprofit donation strategies, be a confident and effective communicator, and possess strong leadership skills.

This is a full-time exempt position operating out of WNCAP's Asheville, NC office. Regular work hours are 9am-5pm Monday-Friday with 1 hour paid lunch, but candidate must have the ability and willingness to work outside of, and in addition to, regular work hours when needed.

Duties

Job duties include, but are not limited to:

- Plan, evaluate, and execute all agency fundraising efforts to achieve a goal of approximately \$150,000.
- Maintain accurate donation records in CRM/donor database.
- Identify and steward prospective donors.
- Lead major gifts and planned giving efforts.
- Work collaboratively with community partners.
- Work collaboratively with board, staff, and leadership to create marketing plans for fundraising initiatives, and the organization's annual report.
- Execute engaging presentations at fundraising events and with groups of donors.
- Remain apprised of fundraising trends in the nonprofit community.
- Effectively communicate with current and prospective donors via email, phone, and social media.
- Engage with local media to promote fundraising initiatives and offer sponsorship opportunities.
- Respond to donor inquiries in a timely fashion.
- Use prospect research tools and donor database to cultivate donor relationships.
- Create solicitation materials for fundraising initiatives.
- Prepare fundraising financial and metrics reports.
- Facilitate meetings and committees, and participate in relevant offsite meetings as a WNCAP representative.



- Participate in Board of Directors meetings, as needed.
- Perform other tasks as needed.

Requirements

Qualified candidates must have a bachelor's degree and a minimum of 3 years of fundraising/fund development experience in a nonprofit setting demonstrating an exceptional ability to create and execute successful development strategies.

Additional Requirements:

- Proficiency with computers, including Microsoft Office (Excel, Word, and PowerPoint), Google Drive, Gmail, and CRM nonprofit software/platforms, donor databases, and other fundraising technology
- Demonstrated success fundraising for a nonprofit organization, and experience with donor engagement, events, and donation management
- Ability to develop trusted and collaborative long-term working relationships with internal and external stakeholders from diverse backgrounds
- Commitment to WNCAP's mission, with a donor and community service mentality
- Ability to inform, influence and persuade a variety of audiences using excellent written and verbal communication skills
- Proficiency with public speaking
- Ability to advise executive leadership and board on development best practices
- Strong interpersonal skills
- Team player with ability to work independently
- Ability to read, write, and speak English fluently
- High level of precision and attention to detail
- Respectful interaction with diverse populations and marginalized communities
- Ability to multitask and prioritize
- Ability to maintain confidentiality and act with integrity when handling sensitive information
- Resiliency and ability to cope with occasional high-pressure, high-stress situations
- Willingness and ability to lead by example
- Willingness to travel as needed for trainings, conferences, meetings, etc. and willingness to complete required trainings, including trainings to further develop management/leadership skills.
- Valid driver's license, vehicle liability coverage, and use of reliable personal vehicle during scheduled work hours
- In order to protect the wellbeing of our clients and staff, a pre-employment criminal background check is required. Criminal convictions do not necessarily preclude employment and will be considered on a case-by-case basis.



Physical Requirements

- Must be willing and able to spend long periods of time in stationary position working at a computer
- Must be able to lift at least 25 pounds

Compensation and Benefits

The Director of Development is a full-time exempt position based out of WNCAP's Asheville office, located at 554 Fairview Road, Asheville NC 28803. In-office and remote working capabilities are required for this position. Starting salary range is \$60-65/year. Regular work hours are 9am-5pm Monday-Friday with 1 hour paid lunch. Dress code is business casual. WNCAP is a certified living wage agency.

Benefits include:

- Partial employer-sponsored health and dental insurance
- Vision insurance
- Employer-sponsored life insurance
- 403(b) Retirement Savings Plan with Employer Contributions
- Paid time off
- Paid holidays

WNCAP is an equal opportunity employer. We strive to foster a workplace that supports and amplifies a diverse array of voices and experiences. We strongly encourage women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, people living with HIV, and veterans to apply.

Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any status protected under local, state or federal laws.

To Apply

To be considered for this position, please submit a resume and cover letter detailing your interest in WNCAP and this specific position, including "Director of Development" in the subject line, to: employment@wncap.org

Please note that due to the high volume of applications, we cannot respond to all correspondence received.