



AIDS Resource Center of Wisconsin

Director of Major Gifts – Milwaukee, WI

Position Profile

For more information, please contact

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Organization

The AIDS Resource Center of Wisconsin (ARCW) is among the largest and most comprehensive AIDS service agency in the country. It is a full service statewide AIDS service organization with an annual budget exceeding \$30 million. ARCW provides comprehensive health care services and a vast array of social services to more than 2,600 Wisconsin residents living with HIV disease.

ARCW Medical Center

The ARCW Medical Center is Wisconsin's largest provider of HIV health care serving more than 1,500 HIV patients. The medical, dental and mental health clinics are available to all people with HIV disease regardless of their ability to pay.

Social Services

ARCW integrates comprehensive social services with its health care services to provide the greatest support for HIV patients. ARCW social services include housing, rent assistance, legal assistance, food pantries, case management, benefits advocacy and alcohol and drug treatment.

Prevention Programs

ARCW offers a comprehensive continuum of AIDS prevention programs throughout Wisconsin. The Lifepoint clean needle exchange program operates in 11 Wisconsin cities. Through HIV risk reduction counseling, condom distribution, needle exchange and HIV testing, they bring the most effective AIDS prevention strategies to gay men, injection drug users, women and youth at risk for HIV disease.

Vision & Mission

Vision

The AIDS Resource Center of Wisconsin envisions a world without AIDS and strives to assure that everyone with HIV disease will live a long and healthy life.

Mission

The AIDS Resource Center of Wisconsin is at the forefront of HIV prevention, care and treatment and is dedicated to providing quality medical, dental, mental health and social services for all people with HIV disease.

Position Profile

The Director of Major Gifts will be responsible for prospecting, recruiting and maintaining major gifts from individuals. This position is responsible for developing best practices to ensure that ARCW's cost of fund raising is efficient and meets the desired goals.

- Direct ARCW fund raising strategies to meet or exceed the annual ARCW development goal for individual major gifts.
- Manage a portfolio of 125 ARCW donors and prospective donors.
- Provide leadership to develop and manage effective, innovative strategies to increase the number of ARCW major donors including prospective and lapsed donors.
- Establish a constant schedule of face to face major donor meetings to cultivate and solicit major gifts and provide stewardship for donors.
- Fully utilize the Raisers Edge database for documentation and analysis of the history of a donor's relationship to ARCW, including action tracks and note taking.
- Provide leadership and strategic direction for the direct mail solicitation of all individual donors, including preparing letters, pledge forms with appropriate themes and messaging. Collaborate with ARCW's graphic designer and the Development Associate for Interactive Technology and Donor Services to carry out direct mail and electronic mail to individual donors. Assure appropriate themes, messaging of the agency and the opportunity for support.
- Assist in developing the annual budget and monitoring budget performance to assure compliance with budget goals and best performance benchmarks.
- Promote and secure planned gifts to ARCW in coordination with the Chief Development Officer (CDO).
- Collaborate with the CDO to provide effective stewardship to ARCW major donors so ARCW makes a full accounting of the investment donors have made in ARCW and are affirmed in their choice to support ARCW.
- Provide direction to the planning and coordination of ARCW's point of entry fund raising program, recruiting attendees, meeting coordinators and staffing these events.
- Work collaboratively with and in support of volunteers, other development staff to cultivate and solicit donors. Actively participate in all aspects of the gift cycle including initiating contact with major gift donors and prospect majors, developing cultivation strategies, moving donors and potential donor in a timely way toward solicitation and closure, soliciting and maintaining stewardship contacts that adhere to the highest ethical standards.

Professional Experience

- Five to seven years demonstrated effectiveness in soliciting five-figure gifts.
- Demonstrated effectiveness in building philanthropic relationships with empathy, perseverance, optimism and a positive attitude.
- Ability to travel Wisconsin in support of fund raising
- Knowledge of the principles and ethics of fund raising and the emerging trends within the fund development profession.
- Experience generating and managing a budget.
- Excellent verbal and written communication skills.
- Bachelors Degree in a relevant field.
- Sensitivity and knowledge of HIV/AIDS issues.