



Director Position

The Director reports to the Board of Trustees and is responsible for planning, organizing and implementing API's various fundraising activities that support AIC programs: annual membership appeals, annual gala, and grant applications, as well as new initiatives promoting API and the programs of the AIC

He / She will Have strong organizational and communication skills and will

- Meet monthly with the Executive Committee of the Board
- Report regularly on the financial and program status to the Board
- Organize quarterly and annual Board meetings and annual meetings of the Advisory Board as directed by the President
- Assist the Board with its short- and longer-term planning
- Write, design, produce and execute all fundraising projects

In performing these responsibilities, he / she is expected to work an average of 20 hours/week although the actual number of hours/week will vary during the year.

Specific Responsibilities are:

Fund Raising:

The Director works closely with the Board's Development Committee in the following:

1. Implementing twice annual membership appeals

- Creates annual plan / schedule
- Drafts appeal letters, produces letters, and organizes distribution for trustee notes
- Solicits trustees for new donor names
- Acknowledges and thanks donors

2. Organizing and executing an annual fundraising gala

- Creates annual plan / schedule
- Identifies honorees and chairs
- Draft sponsor solicitation letter and organizes distribution for trustee notes
- Draft, route for approval, and produce invitation and all event materials
- Selects and arranges venue, meal, evening program
- Solicits silent auction item
- Drafts and sends thank you notes

3. Soliciting Grants

- Writing and submitting grant applications
- Identifying new grant sources
- Developing new fundraising initiatives with board

Promoting API and AIC programs:

- Coordinates with AIC director on current and planned programs
- Drafts newsletters and flyers
- Keeps website current

Administration:

Reviews office operations on an on-going basis to ensure that all phases of the office operate smoothly and efficiently

- Ensures that computer hardware is kept up-to-date and that software is periodically reviewed, especially CRM membership database software
- Inputs financial and donor data on a regular basis and as requested by board
- Maintains digital files accessible by Board members

Software Skills:

The Director should be proficient in multiple software programs and able to learn new ones independently.

- Expert in Microsoft 365 (particularly Mail Merge and Excel Reporting), Intuit Quickbooks, File Sharing software
- Proficient in CRM software
- Proficient in website design and maintenance using a builder
- Working knowledge of simple graphic design programs

Please apply by sending cover letter and resume to info@adkinstitute.org