



AITAF

ARTS IN THE ARMED FORCES

Job Title: Annual Fund Director

Reports to: Executive Director

Location: 220 36th Street, Brooklyn NY 11232

Remote work is a possibility for the right candidate, who still should have the ability to travel into Brooklyn and/or Manhattan at least once per week once COVID restrictions allow.

To apply: Applicants must submit a cover letter AND resume to hr@aitaf.org with the subject "Annual Fund Director."

Arts in the Armed Forces (AITAF) seeks a full-time, experienced Development Professional to utilize its current database and fundraising tools to formalize and implement a Development Plan that will provide significant and sustainable annual support for the organization. This position will work closely with AITAF's Executive Director and Board of Directors. As AITAF has been slowly expanding its staff over the past three years, this position is new, and the right candidate will have the exciting opportunity to make it their own.

Primary Responsibilities:

Annual Development Planning: Together with the Executive Director and Board of Directors, develop an annual fundraising strategy that builds and sustains annual gifts – via institutional, corporate, governmental and individual outreach.

Institutional Giving: Increase annual foundation revenue by researching, identifying, and building relationships with foundation funders; compose grant letters and applications, compose corresponding reports.

Corporate Giving: Increase annual corporate revenue by researching, identifying, and building relationships with corporate funders based on mission alignment.

Government Giving: Maintain calendar of government support; compose grant applications; submit relevant reports; collaborate with program team in building relationships with government officials.

Individual Giving: Codify streams of individual revenue online; build upon and formalize annual giving goals; support the work of the Board and Executive Director in researching and securing Major Gifts. Direct independent contractors

(graphic design, direct mail) and the AITAF Communications Associate as needed, to build and execute direct mail and online campaigns.

Events: In collaboration with the Executive Director, Board of Directors, and/or event planning contractors, provide outreach and follow-up support to AITAF's fundraising events and advise on their placement in the annual fundraising plan.

Development Administration: Manage Salesforce database, track funder relationships, ensure timely delivery of donation acknowledgements

Required Qualifications:

- Bachelor's degree or relevant experience
- Proficiency in Microsoft Office (Word, Excel)
- Proficiency in Google Docs, Forms, etc.
- At least 5 years direct experience in non-profit fundraising
- Excellent communication skills, on the phone and via email
- Excellent ability to build and maintain relationships
- Ability to work independently
- A deep appreciation for or interest in the arts
- Friendly, can-do attitude
- Excellent sense of discretion and diplomacy

Preferred Qualifications:

- A personal connection to the US Military
- Experience with social media fundraising and crowdfunding campaigns

Compensation: Salary ranges from \$65 - \$85K depending on experience, with a competitive benefits package.

Estimated start date: February 1, 2021 or earlier

About AITAF

Arts in the Armed Forces was founded by Academy Award-nominated actor and Marine Adam Driver and actress Joanne Tucker in 2008, and its mission is to use the powerful shared experience of the arts to start conversations between military and civilian, service member and family member, the world of the arts and the world of practical action.

AITAF's core program consists of bringing readings of contemporary American plays and monologues presented by professional actors and actresses to military installations all over the world, free of charge. While on base, AITAF team members also take time to train in the specialty of the installation, so there is a true exchange between the artists and service members. Importantly, after each of AITAF's performances, the creative team interacts with the audience through a question and answer session as well as a more informal mingling period. Past participants have included Rachel

Brosnahan, Laurence Fishburne, Keegan-Michael Key, Laura Linney, Mark Ruffalo, Michael Shannon, and Christian Slater, just to name a few.

AITAF began programming with one event in 2008, and by 2020, has reached over 13,000 members of our military and grown to a goal of 15 events per year. In 2018, arts programming expanded beyond live play readings to include film screenings and an annual \$10,000 award for military and veteran playwrights and screenwriters called The Bridge Award. In 2020, in the face of COVID-19 restrictions, AITAF pivoted temporarily to produce its film screening series virtually.

EOE Statement: *AITAF is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, sex, age, disability, predisposing genetic characteristic, national origin, citizenship, marital status, sexual orientation, uniformed service, protected activity (i.e., opposition to prohibited discrimination or participation in proceedings covered by the anti-discrimination statutes) or any other characteristic protected by law. To this end, all employment-related decisions are made on a non-discriminatory basis and in full compliance with federal, state and local laws prohibiting discrimination in employment. AITAF also provides reasonable accommodations to qualified individuals with disabilities upon request, or when made aware of such a need.*

AITAF recognizes the value of diversity in the workplace generally, and at AITAF in particular. It is the policy of AITAF to encourage and promote the recruitment of women, people of color and other under-represented groups. The intent of this policy is to broaden the pool of applicants for all positions, entry level and advanced, so that people from under-represented groups are made aware that these opportunities exist and that the workplace at AITAF is welcoming and inclusive.

www.aitaf.org

Instagram: @aitaf

Twitter: @aitaf

Facebook: facebook.com/artsinthearmedforces