



## RAD Position Announcement

**Posting Date: July 21, 2009**

**Apply by: Open until the position is filled**

All resumes must be received in the office of RAD Board by closing of business on the above date.

**Position Title: Development Coordinator** (A term of two years position – 2009-2011)

**Description of Duties:** Under the supervision and new direction of RAD, shall report to the executive Board. All three program coordinators (Education, Outreach/Public Relations, and Development) shall carry out the effective and efficient programs by applying an innovative approach in order to help achieve the goals of the Alliance, as prescribed by the Board. Must be fully committed to RAD on a consistent basis. Must attend the strategic planning, board, delegate meetings.

**Job Responsibilities & Duties:**

1. To create and implement bi-annual development plan and strategy;
2. To create and implement fundraising activities with chapters, organizations, and Deaf/HH and hearing GLBT and non-GLBT communities to achieve fundraising goals for the Alliance;
3. To cultivate and nurture relationships with potential business sponsors and individual donors;
4. To write grant proposals and reports to corporate, foundation, government, and GLBT funders;
5. To work closely with the RAD Board and the other two program coordinators (Education and Outreach/Public Relations) to achieve defined goals;
6. To collaborate efforts with RAD Board and Treasurer and conference business manager;
7. To submit a status report to the Board, when requested.

**Qualifications:**

- Must be a RAD member (Regular or Associate individual) by paying annual dues [\$25.00];
- Have attended at least one RAD conference and/or full delegate meeting;
- Have served as officer and/or have committee experience in GLBT and/or non-GLBT organizations and/or communities;
- At least 3 years of experience working with Deaf/HH and/or hearing GLBT and/or non-GLBT people;
- Proven ability to effectively plan, direct, organize and administer diverse activities to ensure effective delivery of work programs;
- Demonstrates ability to build and maintain effective relationship with GLBT and non-GLBT individuals;
- High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail, high degree of initiative;
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively;
- Strong MS Office software skills – proficiency in Word, Excel and PowerPoint and Access required;
- Ability to perform a wide variety of tasks.

**Position:**

This position as program coordinator is on a voluntary basis. The program coordinator shall receive free combo ticket and room at the 2011 RAD Conference in Denver, Colorado.

Submit your resume to:

**Larry Pike, RAD President**

**Email: [president@rad.org](mailto:president@rad.org)**

**Web: <http://www/rad.org>**

Consideration/interviews will begin as soon as a list of applicants is established. Applications/resumes will be evaluated and only those substantially meeting the qualifications will be considered. Top candidates will be contacted for interviews.

Resume should include day/night time videophone number and your history of relevant experiences. A resume must be accompanied by a cover letter to explain why you are interested in the position.

**Non-Discrimination**

The Alliance shall not discriminate any person in any manner on the basis of age, sex, race, religion, citizenship, marital status, parental status, sexual orientation, gender identity and expression, national origin, disability, or any other legally protected basis. The Alliance shall comply with all nondiscrimination requirements in federal, state, or local where applicable.