



THE AH ALUMNI LINK

Happy November, and isn't it great to finally pull out some socks and sweaters?

Now for something new and exciting... we are always on the lookout for features that we think will provide you information that is worth the time it takes you to read the newsletter. With that in mind, starting with our next issue of the AH Alumni Link, interested AH Alumni job hunters can be featured in our new "Candidate Listings." Included will be a brief description of skills and career objectives, as well as candidate contact information from AH Alumni looking for new positions. We hope this will provide our alumni looking for "great-fit" employees with applicants they know have an excellent educational background in Nonprofit Management and Leadership, and provide job hunting alumni with a valuable networking opportunity. Look for "Candidate Listings" in the December 2003 issue. Interested job hunters can email bkmartinez@cox.net for a submission template.

☞ As you read The AH Alumni Link you will notice website URLs are listed. If you have trouble linking to any of these, cut and paste the link into your web browser.

Once again, if you have comments or have information you would like to see in the AH Alumni Link, send your input, job listings and announcements to [Biss Kuttner-Martinez \(bkmartinez@cox.net\)](mailto:Biss Kuttner-Martinez (bkmartinez@cox.net)) or [Dawn Curran \(dxcurran@vosymca.org\)](mailto:Dawn Curran (dxcurran@vosymca.org)). Entries need to be received by the 10th of the month to be included in that month's newsletter.

Finally, please forward this newsletter anyone you think might who might like to receive the AH Alumni Link.

Ciao ~

Biss Kuttner-Martinez & Dawn Curran

Editors, AH Alumni Link

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Greetings from Robert

Greetings AH/ASU Alumni,

We are grateful to the many AH alumni who have pledged or made actual gifts to this year's AHMI campaign! Thank you for your support.



For the entire AH alumni family, be advised that the AHMI campaign is still in full swing and we would like to report exciting progress to date.

We would also like to announce that we have received a grant from a generous donor to support AHMI this year and this is a challenge grant opportunity for all alumni. This means that as incentive for AH alumni to support the effort we are able to match up to \$5,000 in AH/ASU alumni donations received (actual monies received in hand, not pledges) by December 1, 2003.

To date, our alumni have donated \$1,860 in dollars received and \$665 in pledges outstanding. So if you have made a pledge, please send in your actual donation. **If you are still considering making a gift, please do so before December 1st.** Checks may be made payable to: ASU Foundation, c/o American Humanics Program, P.O. Box 874905, Tempe, AZ 85287-4905.

Best wishes,

Robert Ashcraft

Again our thanks to the following alumni who have supported the campaign this year:

ALUMNI ROLL CALL (as of 11/13/03) - BY 5-YR. GRADUATION INCREMENTS (every effort has been made to assure accuracy of the roll call)

1980 – 1984

Steve Davidson
Debra Levy-Boshes

1985 – 1989

Scott Boeck
Maryann McAllen
Rich Payton
Henry Presseller
Debbie Rubenstrunk
Wendy Souto

1990 – 1994

Cindy Christopher
Toni Dougherty
Stephanie Hiatt
Heather Houston
Steve Pipoly
Jennifer Raznick
Cindy Theisman

1995 – 1999

Brad Brooker

Jill Faver

Doreen Fay
Carrie Gooding-
Faulkner
David Seigler
Jeremy Stein

2000 - present

Danielle Cover
Tamara Foley
Lauren Guthrie

Tracy Hatch

Amanda Jarrett
Jan Jepson
Dianna May
Kristi Messick
Kelly Mullock
Danielle Sanchez
Lesley Scoresby
Kelly Stroud

From The AH National Office

Hello AH Students and Alums!

AHMI 2004 is quickly approaching!

We at the national office are busy finalizing arrangements for the biggest and best AHMI yet. We have hundreds of AH students, alumni, faculty, Campus Directors, National Nonprofit Partner representatives, Kansas City Celebrities, and National Nonprofit leaders nationwide signed up to share their perspectives on local, regional and national nonprofit management and leadership topics.

Time is growing short. If you haven't registered for AHMI yet, please do so at www.humanics.org. ALSO, if you haven't reserved your room at the Westin Crown Center at the special AHMI rate of \$89 per night please do so by calling 1-888-627-8538. Remember that the \$89 price guarantee deadline of December 12 is quickly approaching! Don't get left out or have to pay a higher rate. Call today!

If you have any questions, please email AHMI@humanics.org.

We look forward to seeing you at AHMI!

 **Mark Your Calendars!** 

American Humanics at ASU – Schedule of Upcoming Events

11/24/03	4:40 p.m. – 5:30 p.m.	American Humanics Student Association at ASU Business Meeting ASU – Main, Agriculture Room 150
11/30/03	5:00 PM	AH Alum Challenge Grant Deadline <i>Be sure to send AHMI Campaign Gifts by this date</i>
12/01/03	5:30 p.m. – 8:00 p.m.	AHMI Annual Etiquette Dinner Robin & David Hanna, Hosts Volunteers should contact April Cheek, aprilcheek@hotmail.com
12/05/03	8:00 a.m. – 4:30 p.m.	11 th Annual Nonprofit Day Inspiring Confidence and Trust Fee: \$99 (registration required – see below for information) Hyatt Regency Downtown Phoenix 122 North Second St, Phoenix
12/08/03	4:40 p. m. – 6:30 p.m.	End of Year Party Pizzeria Uno 690 S. Mill Avenue, Tempe
1/30/04	6:00 p.m. – 8:00 p.m.	Spring Retreat
1/31/04	9:00 a.m. – 4:00 p.m.	Understanding Poverty seminar Speaker: Lyn McDonough, AH Alum Location and fee to be announced

☞ **You're Invited so HOLD THE DATE...**

Upcoming events information for AH Alumni

- AHMI Etiquette Dinner, December 1
- 11th Annual Nonprofit Day, December 5
- End of Semester Party, December 8th
- Spring Retreat, January 30th & 31st

AHMI Etiquette Dinner, December 1

If you want to help our AH students get the scoop on which side of their place setting the knife or fork belongs, or just need a brush-up course on your own table manners, we have the perfect occasion for you to attend. This years AHMI Etiquette Dinner is being hosted by Robin and David Hanna on Monday December 1, 2003, 5:30 – 8:00 pm.

Volunteers are ALWAYS needed. Alumni are invited to volunteer to help provide kitchen help. Interested alumni should contact April Cheek at aprilcheek@hotmail.com.

11th Annual Nonprofit Day, December 5th

Inspiring Confidence and Trust: Issues and Answers for Nonprofit Organizations

Registration deadline: November 28th, Event Day: December 5, 2003

Presented by the Arizona State University Center for Nonprofit Leadership and Management on the first Friday in December each year, Nonprofit Day is designed to equip nonprofit leaders with the best knowledge and tools available to address emerging challenges and opportunities in the nonprofit sector. Utilizing a blend of sound theory and practical tools, Nonprofit Day is developed with the nonprofit professional in mind.



Friday, December 5, 2003

Hyatt Regency Downtown Phoenix

122 North Second Street, Phoenix, Arizona

8:00 am Registration/Continental Breakfast

8:30 am - 4:30pm Program

Fee: \$99 (registration required)

The topic for this year's Nonprofit Day is **Inspiring Trust and Confidence: Issues and Answers for Nonprofits**. This topic is quite timely, as it coincides with the release of a research monograph on the same topic. National and local nonprofit leaders will share the most current information in this area and provide practical tools that nonprofits can use in their work. Learn from top thought leaders but contribute to the learning as well by actively engaging in dialogue and discussion with your peers.

Featured speakers include:

- Dr. Lattie Coor – President-Emeritus and Professor of Public Affairs, Arizona State University; Chairman and CEO of the Center for Arizona's Future
- Dan Moore, Vice President of Public Affairs, GuideStar
- Dr. Robert Long, Vice President of Programs – Volunteerism and Philanthropy, W.K. Kellogg Foundation

For more information or to register, please contact Michelle Lyons at (480) 965-5548, email: mayer@asu.edu, visit the Nonprofit Day website, http://www.asu.edu/copp/nonprofit/conf/con_npday_info.htm (cut and paste the link into your web browser if the link is not active from this page), or e-mail: nonprofit@asu.edu. *Space is limited so please register by November 28th to ensure your spot!*

End of Semester Party, December 8

Join AH/ASU to celebrate the end of the semester!

Where: Pizzeria Uno, 690 S. Mill Ave., Tempe

Date: Monday, December 8th, 2003

Time: 4:40 – 6:30 PM

Bring: A White Elephant Gift

Pizza and soda will be provided.

For more information contact Cindy Theisman, 480.965.5726, or cindy.theisman@asu.edu.

Spring Retreat, January 30th and 31st

Here is another great opportunity to connect with the current AH students. AH/ASU Alumni are invited to attend the Spring Retreat on Friday January 30th (6-8pm) and Saturday January 31st (9am-4pm). Alumni are welcome to attend the entire retreat, or come for part of the retreat.

We are happy to announce that Lyn McDonough, an AH Alum, has agreed to provide an **Understanding Poverty seminar** for the American Humanics Spring Retreat. This seminar, based on the book *A Framework for Understanding Poverty* by Ruby K. Payne, Ph.D., provides an in-depth study of information and issues that will increase the participants' knowledge and understanding of the poverty culture. Topics include: how economic class affects behaviors and mindsets, why students from generational poverty often fear being educated, the "hidden rules" within economic classes, discipline interventions that improve behavior, and the eight resources that make a difference in success. Related discussions also include case studies, support systems, the role of language registers, discourse patterns and story structure, and the relationship between eye movement and learning. This seminar is designed for education, community, social service and faith community audiences."

11th Annual Nonprofit Day, December 5th

The ASU Center for Nonprofit Leadership and Management presents:

The 11th Annual Nonprofit Day

Inspiring Confidence and Trust:

Issues and Answers for Nonprofit Organizations

Registration deadline: November 28th, Event Day: December 5, 2003

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122 North Second Street

Phoenix, Arizona
8:00 am Registration/Continental Breakfast
8:30 am - 4:30pm Program
Fee: \$99 (registration required)

This year's topic will be "Inspiring Confidence and Trust: Issues and Answers for Nonprofit Organizations" and will coincide with the release of a research monograph on this same subject.

Featured speakers include:

- Dr. Lattie Coor – President-Emeritus and Professor of Public Affairs, Arizona State University; Chairman and CEO of the Center for Arizona's Future
- Dan Moore, Vice President of Public Affairs, GuideStar
- Dr. Robert Long, Vice President of Programs – Volunteerism and Philanthropy, W.K. Kellogg Foundation

Nonprofit Day, held on the first Friday in December each year, is designed to equip nonprofit leaders with the best knowledge and tools available to address emerging challenges and opportunities in the nonprofit sector. Utilizing a blend of sound theory and practical tools, Nonprofit Day is developed with the nonprofit professional in mind. Learn from top thought leaders but contribute to the learning as well by actively engaging in dialogue and discussion with your peers.

8:00 am - 4:30 pm at the Hyatt Regency Downtown Phoenix, 122 North Second St.

Space is limited so please register by November 28th to ensure your spot!

For more information or to register, please contact us at (480) 965-5548 - michelle.lyons-mayer@asu.edu, visit the Nonprofit Day website at http://www.asu.edu/copp/nonprofit/conf/con_npday_info.htm (cut and paste the link into your web browser if the link is not active from this page), or e-mail: nonprofit@asu.edu.

Nonprofit Excellence Enrichment Series

ASU Center for Nonprofit Leadership and Management

The "Excellence in Nonprofit Leadership and Management Enrichment Series" is a monthly series of facilitated video taped lecture sessions that runs each year from October through May. Designed to address the core competencies necessary to successfully lead a nonprofit organization, the program covers a variety of topics, from strategic planning and marketing to board governance and resource development. Each three-hour seminar contains a video presentation on the topic from a leading national expert and includes facilitated group discussion and exercises. The video series is produced by The Learning Institute, a program of the **Society for Nonprofit Organizations**, and is co-sponsored by the United Way of America.

The series runs from October 20th to May 17th in Central Phoenix at the Flinn Foundation and from October 24th to May 21st in the East Valley at the Mesa United Way. Topics include:

- Strategic Planning
- Resource Development
- Board Governance
- Marketing
- Mission-Based Management

- Social Entrepreneurship
- Volunteer Management

North/Central Location: THE FLINN FOUNDATION, 1802 North Central Avenue. Phoenix, AZ

East Valley Location: MESA UNITED WAY, 137 E. University, Mesa, AZ

Registration is available per-session for \$30 or as a series for \$210. For more information visit http://www.asu.edu/copp/nonprofit/conf/con_ees.htm

Nonprofit Leadership and Management Annual Education Forum

March 5th, 2004 – star that date now! The Annual Education Forum, held on the first Friday of March each year, is designed to stimulate thought about best practices in nonprofit leadership and organizational effectiveness as well as provide affordable access to the latest and most innovative thinking on core issues. The Annual Forum hosts leading edge presenters from national organizations such as the Drucker Foundation, BoardSource, and The Evaluation Forum. Themes for the annual Forum cover a variety of topics, ranging from organizational self-assessment and creating a culture of board performance to evaluating effectiveness. More than 400 individuals representing nearly 250 nonprofits have participated. For more information, visit http://www.asu.edu/copp/nonprofit/conf/con_ann_info.htm.

Handy Links to know and save

Please pass on any links you think other AH Alum would like to check out. Email information to bkmartinez@cox.net.

Center for Nonprofit Leadership and Management
<http://www.asu.edu/copp/nonprofit/>

Latest news from AH/ASU
<http://www.asu.edu/copp/resources/news/latest-news.html>

College of Public Programs, Department of Recreation Management and Tourism
<http://www.asu.edu/copp/recreation/emphasis/nonprofit/index.html>

ASU Links

The ASU Alumni Association's ASU Vision Online magazine
<http://www.asu.edu/alumni/vision/index.htm>. The ASU Alumni Association's ASU Vision Online magazine text version available at <http://www.asu.edu/alumni/phxnews/november03/text.rtf> and on the web at <http://www.asu.edu/alumni/phxnews/november03>.

ASU Alumni Association Membership (480-965-ALUM or 1-800-ALUMNUS)
<http://www.asu.edu/alumni/membership>

College Calendar of Events
<http://events.asu.edu/cgi-bin/publish/webevent.cgi?cmd=openca&cal=cal39>

Arizona Nonprofit Weekly News & Review
<http://www.imninc.com/aznonprofitnews>. Subscribe by emailing Scott Sheldon, Publisher at aznonprofitnews@att.net

Recommended Reading

Come across any good reading lately? Pass it on by emailing bkmartinez@cox.net (newsletters, books, magazines, any good reading!

NONPROFIT QUARTERLY E-NEWSLETTER: The Nonprofit Quarterly is a unique print magazine that leaders count on to provide them with values based management information and proven practices. Each issue focuses on a theme of critical importance and provides you with the cutting edge, relevant and useful information you need to manage more effectively and advance your mission. Visit <http://www.nonprofitquarterly.org/> for more information and to subscribe.

SOCIAL VENTURE PARTNERS ARIZONA: Successful professionals looking for a better way to invest time, expertise and resources in the local community have joined to form Social Venture Partners Arizona. Building a dynamic connection between entrepreneurial energy and grassroots innovation, SVPAZ links professionals with nonprofit organizations to make a hands-on difference. The vision of the founders was to build a philanthropic community using a venture capital model, where Partners invest in innovative nonprofits, and then actively nurture their financial investments with guidance and resources. SVPAZ gives professionals a way to engage in a new style of philanthropy that allows Partners to take an active role, as their schedules permit, in the recipients of their financial commitment. Visit <http://www.svpaz.org/index.asp> for more information.

GUIDESTAR: GuideStar, the national database of U.S. charitable organizations, gathers and distributes data on more than 850,000 IRS-recognized nonprofits. Visit <http://www.guidestar.org/about/index.jsp> for more information. Keep in touch with what's going on at GuideStar by signing up for our free monthly e-newsletter. The GuideStar Newsletter is a valuable resource for anyone interested or involved in the world of philanthropy. To subscribe, visit <http://www.guidestar.org/news/newsletter/index.jsp>.

NPower Arizona Calendar

NPower helps nonprofits use technology to expand the reach and impact of their work. NPower is a federation of independent, locally based nonprofits providing accessible technology help that strengthens the work of other nonprofits. Enabled by the visionary support of Microsoft and joined by other generous donors, the NPower Network now has roots in ten communities and reaches thousands of nonprofits in over 50 communities nationwide. Knowledge sharing defines NPower and sets it apart. To achieve the mission of putting technology know-how in the hands of nonprofits NPower strives to openly and intentionally share ideas and solutions across their Network so that they can be shared with the nonprofit community at large. NPower Arizona's mission is to help all nonprofits -- regardless of size, sector or geography -- access and use technology to expand the reach and impact of their services.

Calendar of Events

NOVEMBER

18th Tech Tuesday: The Value of Technology

20th Power Lunch

DECEMBER

2nd Tech Tuesday: Web Strategies for Nonprofits

8th Power Breakfast

9th Tech Tuesday: Tech Security for Nonprofits

- Tech Tuesday: Brown bags usually held at our Tempe office. Designed for tech staff and nonprofit leaders.
- Labs: Hands-on workshops held in one of our community computer lab.
- Power Breakfast/Lunch: A one-hour introduction to NPower Arizona, our services and ways to get involved. Most meals are served at our Tempe office, 1295 West Washington, Suite 104.
- Tech Strategies for Nonprofit Leaders: A two-day workshop designed to help nonprofit directors and board members get started on comprehensive technology planning for their organizations. Carnegie Library near Capitol in Phoenix.

Schedule subject to change. Call or check the NPOWER Arizona website, <http://www.npoweraz.org/> for details (time, place, registration information) or call 602-343-NPWR (6797). For more information or to register for any events, contact Beverly Tyson, Administrative Services Coordinator, at 602.343.6797 or beverlyt@npoweraz.org. Space is limited so reserve your place today!

ASU Alumni Info

Membership drives ASU's Excellence

Acknowledge the value of your degree by supporting your alma mater and those who follow in your footsteps. Among the best ways you can give back is through membership in the ASU Alumni Association. The annual dues of \$45 offer an affordable way to help build ASU's reputation. Visit www.asu.edu/alumni/membership or call (480) 965-ALUM or 1-800-ALUMNUS.

Check out the online edition of ASU Vision
Read the latest issue of ASU's alumni magazine [online](http://www.asu.edu/alumni/vision/index.htm).
(<http://www.asu.edu/alumni/vision/index.htm>).

A calendar of **ASU Alumni Association events** can be found [online](#). Dates, times and locations are subject to change. Please verify information with the appropriate contact for that event or call (480) 965-ALUM (965-2586).

A calendar of **university events** can be found [online](#). Dates, times and locations are subject to change. Please verify information with the appropriate contact for that event or call (480) 965-2ASU (965-2278).



The Alumni Association has compiled multiple **career resources** in [one site](#).

For **ASU merchandise**, check the [ASU Bookstores](#).

For **further information** about the [ASU Alumni Association](#), call (480) 965-ALUM or 1-800-ALUMNUS.

Job Opportunities

Job postings included in the AH Alumni Link are kept as up-to-date as possible. Please let us know of any positions you think our alumni may be of interest to our alumni. We suggest you contact the hiring organization directly for detailed, up-to-date information about any listing. To post a position, please email details to Cindy Theisman, ctheism@mainex1.asu.edu, or to bkmartinez@cox.net.

Youth as Facilitative Leaders (YFL) program associate, Institute of Cultural Affairs (ICA: USA). The YFL Program Associate will join other team members to oversee the implementation, support and coordination of the Youth as Facilitative Leaders (YFL) program. The aim of the post of YFL Program Associate is to strengthen the Community Youth Development (CYD) movement locally and nationally. This position will largely involve facilitating action plans for youth groups as part of a funded youth civic engagement campaign (*Community Youth Forums*); and delivering ICA training to youth. The YFL Program Associate must be flexible to work evenings and weekends regularly because YFL programs with youth often occur during after school hours and weekends. The post holder must also be flexible to travel within Arizona and out of state. To apply for this position, please email or send your

resume to us with a completed copy of the enclosed entrance evaluation/questionnaire. We advise all applicants to carefully read the job description because the qualities and qualifications that we require are detailed there. Your application will be judged against the qualities listed in the enclosed job description that are regarded as essential for the job. Completed applications must be received by Monday 1st December 2003. They may be returned by hand, mail, fax or email (as attachments) to ICA, Attn: Shelley Hung, 4220 N 25th St., Phoenix AZ 85016. Fax: 602-954-0563, email: shung@ica-usa.org. Email Shelley Hung to obtain a Program Associate Job Description and the Entrance Questionnaire.

Program Officer - Arizona Community Foundation. This position will work in collaboration with other Program staff to oversee the Foundation's competitive grant cycles and initiative programs funded by the Foundation's Field of Interest and Unrestricted grantmaking funds. The four priority areas for the Foundation are: Children, Youth and Families; Education; Community Development; and Capacity Building of the Non-Profit Sector. This position is part of a larger team, working with the Foundation's financial and marketing professionals, as well as with the Foundation's Affiliate staff, who manage local community foundations under the larger statewide umbrella of the Foundation. Finally, the position will work extensively with Arizona's non-profit sector, including providing technical assistance with the Foundation's web-based grantmaking program at www.azfoundation.org. Link to Program Officer description on the ACF website: www.azfoundation.com. Interviews will occur during the month of November. Possible start date January 2004 or sooner.

CEO/Executive Director - Primavera Foundation (Tucson, AZ). Primavera Foundation, broadly-respected nonprofit providing a continuum of affordable housing ranging from homeownership and affordable rental to emergency housing/ relief services for the poor, seeks talented CEO to sustain the corporation's position of community leadership & service excellence following a merger with sister corps Primavera Builders & Primavera Services. 60- person staff operates from 9 facilities; 5.1M budget; 5.5M asset base. Full description at www.nonprofitjobs.org. Fax resumes to 520-623-6434 or e-mail admin@primavera.org. EOE.

Director of Operational Support, Teach For America Phoenix Regional Office. The Director of Operational Support works directly with the staff of a regional office of Teach For America and is responsible for not only providing smooth day-to-day operation of the regional office, but also acting as the region's technological and financial contact. In addition, the Director of Operational Support will take on a substantial role in development and/or programmatic activities that take place in the office. Qualifications: Seeking candidates who demonstrate excellent responsibility, organizational and communication skills, and believe deeply in our organization's mission. Teach For America makes a particular effort to recruit people of color to apply for staff positions. We are especially interested in candidates who are able to assume position responsibilities immediately. Compensation: Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included. For a complete job description, and to apply online, please visit our website at www.teachforamerica.org/staff_ops.html. We will only accept applications through our online module.

Special Events Manager, Juvenile Diabetes Research Foundation. An internal promotion opens an opportunity for a highly motivated fundraising professional at the Juvenile Diabetes Research Foundation International, (www.jdrf.org). The Desert Southwest chapter seeks a Special Events Manager to promote the growth of the \$1.2m Walk to Cure Diabetes. Position will be responsible for managing and expanding corporate relationships across chapter activities. Requirements include three years of fundraising experience inclusive of board development, strategic planning, forecasting, and volunteer management. Implementation of large special events and marketing communication plans with a demonstrated track record of achievement a must. A positive, high energy and self-directed professional with strong corporate presentation, advanced computer skills, time management, and organizational skills preferred. Salary commensurate with experience, plus benefits package. Please send resume and salary history to JDRF, Desert Southwest Chapter, 4343 E. Camelback Rd. #450, Phoenix, AZ 85018, Fax (602) 808-9512 or e-mail mzimmerman@jdrf.org. EOE M/F/D/V

Development Associate, Desert Botanical Garden. The beautiful Desert Botanical Garden seeks a Development Associate to manage the Garden's corporate, foundation and grant programs. The successful candidate will have five years of professional experience, superb communication skills and a proven track record in developing winning proposals, building relationships and meeting organizational goals. Desirable experience includes sponsorship

development and fulfillment, grant development, project management and staffing Board and/or volunteer committees. Proficiency with Microsoft and PowerPoint are required. Knowledge of Raisers Edge or other donor database software preferred. Full-time salaried position reports to the Director of Development. Mail or fax resume and cover letter as soon as possible to: Human Resources Director, Desert Botanical Garden, 1201 N. Galvin Parkway, Phoenix, AZ 85008. Fax: 480-481-8173. For more information about the organization, visit our web site at www.dbg.org.

Associate Development Director, Foundation For Blind Children. The Foundation for Blind Children seeks an Associate Development Director to manage its annual giving program and special event coordination, and assist with major gift development and foundation/corporate proposal generation. The successful candidate will have strong communication skills and a proven track record in meeting fundraising and organizational goals. Desirable experience includes individual donor development and cultivation, grant proposal writing and sponsorship development, and working successfully with volunteers and committees. Three to five years of fund raising experience with a non-profit organization is necessary. Full-time salaried position reports to the Director of Development. Salary commensurate with experience. Mail or fax resume and cover letter to Kim Parrott; Foundation for Blind Children, 1235 East Harmont Drive, Phoenix, AZ 85020. Fax: 602-678-5803. Website: www.the-fbc.org.

Grant Writer/Researcher, Heard Museum. The Heard Museum is seeking a fundraising professional in the areas of grant writing, research and campaign management. This position is responsible for researching prospective funders, grant writing and reporting for both capital, endowment and operating needs. In addition, this position will assist with capital and endowment campaign management. The ideal candidate will possess strong written and verbal communication skills, be well organized, energetic, and have a minimum of 3 to 5 years of development experience and a history of success in securing funds from local, regional and national corporations and foundations. This position is one of a seven-member, experienced, professional development team and reports to the director of development. A professional, can-do attitude is a must. The Heard Museum, a world-renowned not-for-profit institution in Phoenix, is dedicated to educating the public about the heritage, living cultures and arts of Native peoples.

Apply to: Email resume and salary history to address listed below or mail to: Heard Museum 3201 N. Central Ave., Phoenix, AZ 85004 ATT: Director of Development. Email: gwright@heard.org.

Gear-Up Scholarship Program Coordinator, Arizona Community Foundation. Coordination of scholarship funds conveyed by Northern Arizona University (NAU) GEAR UP to the Arizona Community Foundation (ACF) is made possible through the management services of the Foundation. ACF is charged with creating the means for administering GEAR UP scholarships, including the employment of an individual to provide for this function. The Program Coordinator will serve as the primary link between Northern Arizona University, its Central GEAR UP Office, and the Arizona Community Foundation. Policy and procedural decisions will be developed in conjunction with the NAU GEAR UP Director, Principal Investigator, NAU Office of Grants and Contracts, and NAU Financial Aids Office. The position will also serve as a link between GEAR UP Scholarship funds and other public or private resources available to support GEAR UP students. Prior to 2006, this position will focus primarily upon planning, coordinating and preparing to implement the scholarship component of NAU GEAR UP and public awareness activity; after 2006, when GEAR UP participants become eligible to receive Arizona GEAR UP Foundation support, and if funding permits, the position focus will transition to scholarship fund disbursement and monitoring of student progress. For more information about this position go to their website, http://www.azfoundation.com/content/view_article.xpl?article_id=681.

Chapter Director, American Liver Foundation. Exciting opportunity to join growing National Health Agency in position of Director for Phoenix-based statewide Arizona Chapter. Ideal for experienced #2 looking to run own agency. Must have proven experience in the following areas: fundraising (particularly special events); board and volunteer development; community outreach; and planning/budgeting. Knowledge of patient education and services a plus. Salary commensurate with experience, plus benefit package. To apply, please send resume and salary history in confidence to: Joe Kleiber, American Liver Foundation, 75 Maiden Lane, Suite 603, New York, NY 10038 or Fax 212-483-8179 or email jkleiber@liverfoundation.org

Data Manager, Arizona Family Planning Council [Phoenix]. AFPC is a private non-profit organization founded in 1974 with a vision to increase access to family planning. The Council administers federal Title X funds for family planning services in the state of Arizona through a network of community based agencies that provide clinical family planning services to about 40,000 individuals per year. The operational responsibilities of the Data Manager include management and analysis of both primary and secondary data sources for program management, program evaluation and needs assessment activities. Other responsibilities include provision of technical assistance, program development, community collaboration and preparation of reports. Interested individuals can find a full job description on the AFPC website, <http://www.azfpc.org>. Resumes, including expected salary range, are accepted by fax, mail or email. Arizona Family Planning Council; 2920 N. 24th Avenue #26; Phoenix, AZ 85015; Phone: 602-258-5777; Fax: (602) 252-3708. For inquiries feel free to contact Charlotte Harrison, Executive Director at 602-258-5777 or email charrison@azfpc.org.