



THE AH ALUMNI LINK

October 2003

Issue 5

Greetings! Fall has been slow to show itself, but the tenacious heat has not held back the AHMI Conference fundraising campaign. To date, students have raised an impressive \$12,000+ towards their \$30,000 goal after only four weeks. This year's 21st Annual AHMI Conference will be held in Kansas City, MO, the theme being "United in our Heartland, Leadership in our Changing Communities - Vision, Value, Voices." A heads up – students will be contacting you soon, if they have not already done so, asking for your assistance. As you consider what you are able to contribute, keep in mind your own fund campaign, what your conference(s) meant to you, and please be as supportive and generous as possible.

As you read The AH Alumni Link you will notice emails and website URLs are listed. If you have trouble linking to any of these, try holding down the Ctrl key as you select the link.

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@cox.net) or [Dawn Curran \(dxcurren@vosymca.org\)](mailto:Dawn.Curran@vosymca.org). Entries need to be received by the 10th of the month to be included in that month's newsletter.

Finally, if you know of anyone who might like to receive the AH Alumni Link, please forward the newsletter to them.

Take care ~

Biss Kuttner Martinez & Dawn Curran

Editors, AH Alumni Link

Mark Your Calendars!

American Humanics at ASU – Fall 2003 Schedule of Events

- | | | |
|-----------------|-----------------------|--|
| 10/27/03 | 5:00 p.m. – 6:30 p.m. | Fall AH/ASU Professional Development Workshop
ASU-Main, Agriculture Room #150
Topic: Nonprofit Transparency and Accountability
Facilitator: Dr. Carl Yoshioka, Professor,
ASU Department of Rec. Management
(See below) |
| 11/01/03 | | Homecoming Block Party |
| 11/03/03 | 4:40 p.m. – 5:30 p.m. | REC 320: Youth and Human Service Workshop – Speaker Series
ASU – Main, Agriculture Room 150
Topic: Faith Based Initiative
Speaker: Paul Martodam, President/CEO, Catholic Social Services |
| 11/24/03 | 4:40 p.m. – 5:30 p.m. | American Humanics Student Association at ASU
Business Meeting
ASU – Main, Agriculture Room 150 |

- 12/01/03 AHMI Etiquette Dinner
(date subject to change, details to be announced at a later date)
- 12/08/03 4:40 p. m. – 6:30 p.m. End of Year Party
(location to be announced at a later date)

Professional Development Workshop for AH/ASU Alum

Monday, October 27, 2003

Did you know that Arizona's nonprofit sector currently enjoys a high level of confidence and trust from the state's residents? Join us for a presentation and discussion of nonprofit ethics, accountability, waste and demand for information.

American Humanics Fall Professional Development Workshop addresses "Nonprofit Accountability and Transparency"

Invited Presenter: Dr. Carol Yoshioka

Monday October 27, 2003

ASU Main, Agriculture Bldg, Room #150

5:00 pm – 6:30 pm

RSVP to: Cindy Theisman, 480.965.5726, cindy.theisman@asu.edu

For those who can attend, an informal social will follow the workshop. Details will be announced at the event.

References:

- Nonprofit Research Abridged, Fall 2003 edition <http://nonprofit.asu.edu> ,
- IS: Perspectives on Accountability, August 2003
<http://www.independentsector.org/members/perspectives803.html>
- PNN Online: tips for Nonprofit Accountability, <http://www.pnnonline.org/article.php?sid=734>
- National Database of Nonprofit Organizations <http://www.guidestar.org>

Handy Links to know and save

Center for Nonprofit Leadership and Management

<http://www.asu.edu/copp/nonprofit/>

Latest news from your college

<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>

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/cqibin/publish/webevent.cgi?cmd=openal&cal=cal39>

Arizona Nonprofit Weekly News & Review

Have you read Arizona Nonprofit Weekly News & Review, a complimentary weekly email newsletter listing events, jobs, resources and promotions covering the State's nonprofit sector?

The Arizona Nonprofit Weekly News & Review is currently, the State's only comprehensive weekly email newsletter focused exclusively on the nonprofit community throughout Arizona. From AZNonprofits! - Building Capacity One Resource At A Time.

You can subscribe by emailing Scott Sheldon, Publisher of the newsletter at aznonprofitnews@att.net or on their website (where you will always find the latest edition of the newsletter) at <http://www.imninc.com/aznonprofitnews>.

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 \(Map\)](#)

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

Homecoming

From: Yvette Ponte - Dept. of Recreation Management & Tourism ASU
Location: Alumni Lawn, University Drive and Palo Verde Beach Arizona State University Main Campus, Tempe, AZ
When: Saturday, November 1, 10:00am to 2:00pm
Phone: 480 965 4219

Join students and Faculty from the Department of Recreation Management and Tourism at our Homecoming Block Party! Stop by, say "hi" join in the fun, see old friends, be part of the team and get into the fall football spirit! GO DEVILS!

Arizona Sun Devils vs. California Bears
Block Party: 10:00 am - 2:00 pm - Palo Verde Beach see map (www.asu.edu/map)
Kick Off Time: 1:30 pm Sun Devil Stadium
For tickets, call 480-965-2381
For more information about Homecoming visit www.asu.edu/homecoming

Work with Undergraduate Admissions to recruit ASU students

As part of the Alumni Advocates Volunteer Program your primary responsibility would be to attend college recruiting fairs in your area as identified by Undergraduate Admissions. The expected time commitment for the key contact in each geographic region would be no more than 40 hours per academic year depending upon how many volunteers you can recruit to join the effort. Training will be offered at Homecoming, at the alumni association's presidents' conference each semester and off-campus at geographic alumni chapter meetings and/or events. Training in 2003-04 is targeted for Los Angeles, Chicago, and New York. Phone training will be offered regularly when other training opportunities are not available. Each alumni advocate will receive a recruiting handbook. To volunteer or for more information, contact Jacque Blaser at 1-800-ALUMNUS, (480) 965-4282 or e-mail Jacqueline.blaser@asu.edu

Silent Auction Items and Sponsors Needed

If you are interested in helping your ASU Alumni Chapter endow its College-wide scholarship program, an easy way to do so is to donate items or gift certificates to be auctioned during two events this year - the 19th Annual Alumni Hall of Fame and a football luncheon. If you can provide a prize or if you have contacts that we can approach for prizes, we will provide the documentation for your charitable contribution. In-kind and cash sponsorships are also needed for the Hall of Fame luncheon on Friday, October 31, 2003 and sponsors will receive recognition throughout Homecoming Weekend. Contact Debra Palka at (480) 727-6238 or debra.palka@asu.edu if you can help secure prizes, want to make a direct contribution or need further information.

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.

Diane McCarthy named President of the ASU Alumni Association

TEMPE, Ariz. - Diane McCarthy, president of WESTMARC and a 1960 graduate of Arizona State University, has been named president of the ASU Alumni Association, effective Nov. 15, 2003. McCarthy will join ASU President Michael M. Crow's senior administrative team, the "President's Working Group."



As an ASU student, McCarthy worked on the campaign to change the institution's name to include "University." She has since served as chairman of the ASU Alumni Association in (1995-96) and has served in the Arizona House of Representatives (1972-80) and on the Arizona Corporation Commission (1980-84).

"Diane McCarthy has a long history of achievement in Arizona," said Crow. "As a member of the legislature, she was instrumental in the creation of ASU West. More recently, she was responsible for building WESTMARC into one of the most effective and influential organizations of its kind anywhere in the nation. We are delighted that we have been able to enlist her considerable talents in advancing her alma mater.

"Since I came to ASU 15 months ago, I have been studying various models for how alumni associations fit into university organizational structures. With a leader of Diane McCarthy's caliber joining our team, this is the perfect time to elevate the Alumni Association to a freestanding university administrative area serving alumni and supporting ASU's community and government relations goals and fund-raising efforts."

Under McCarthy's leadership, the Alumni Association will report directly to the president.

"I am thrilled and excited to take on this wonderful challenge," said McCarthy. "I believe strongly in President Crow's vision to build a New American University and I'm glad to be a part of the team."

ASU has 255,000 alumni and 45 alumni chapters and clubs throughout the United States. McCarthy's primary goals as Association president are to build membership in the association; involve greater numbers of alumni in the university and marshal their support for the university's programs and objectives; enhance ASU's traditions; and increase alumni giving.

McCarthy has been President of WESTMARC since August 1992. The organization is a broad-based coalition of the 15 communities in western Maricopa County representing 35 percent of the population of the county. WESTMARC members include government, business, industry, education, human services, arts and cultural organizations, chambers of commerce and other community leaders. WESTMARC acts as the unifying voice for the region in matters of public policy.

McCarthy is married to Thomas A. McCarthy Jr., a Glendale attorney. They have two married daughters and five grandchildren.

New CEO for Big Brothers Big Sisters of Central Arizona

Brian Hassett is the new CEO for Big Brothers Big Sisters of Central Arizona (BBBSAS). He joins the organization after serving as president of the Arizona Heart Foundation, a Phoenix-based heart disease research and education organization. Prior to his work at the Arizona Heart Foundation, Hassett served almost 23 years with the United Way. In 1979, Hassett began working for the United Way in Rochester, N.Y. He was selected to participate in the United Way of America management intern program and was assigned to work for the United Way in Fort Worth, Texas and later in Erie, Pa. Subsequently, Hassett moved through a series of United Way fundraising and management positions in Cleveland, Ohio, Richmond, Va. and Worcester, Mass., where he was named president and CEO in 1990. In 1995, Hassett was selected as president and CEO of the Valley of the Sun United Way located in Phoenix, Ariz. In 2001, he was appointed president and CEO of the United Way in Chicago, the largest local United Way in the world. In December of 2000, Hassett co-founded United eWay.org, a collaboration of 80 United Way affiliates working together to provide Internet-based pledge capture and agency funding technology to the United Way system. In 2002, United eWay processed over \$500,000,000 in donations, making it one of the largest Internet-based charitable efforts in the country.

NPower

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.

UPCOMING EVENTS

OCTOBER

30th Power Lunch

NOVEMBER

4th Tech Tuesday: HIPAA and your Technology

10th Power Breakfast

13th N-TEN Regional Conference

18th Tech Tuesday: The Value of Technology

20th Power Lunch

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.

N-TEN Regional Conference: NPower Arizona hosts the Phoenix event of this national organization of nonprofit "techies" at the University of Phoenix in Tempe.

SCHEDULE SUBJECT TO CHANGE – CALL OR CHECK THE NPOWER ARIZONA WEB SITE (<http://www.npoweraz.org/>) FOR DETAILS – TIME, PLACE, REGISTRATION INFO, 602-343-NPWR (6797).

For more information or to register contact Beverly Tyson, Administrative Services Coordinator, at 602.343.6797 or beverlyt@npoweraz.org. Space is limited so reserve your place today!

Recommended 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>.

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

Job Opportunities

New Listing

Executive Director, Arizona Historical Foundation (Tempe) - The Arizona Historical Foundation seeks dynamic, personable director with proven fundraising, management and communication skills. The foundation holds upwards of ten thousand books, and over twenty-one thousand linear feet of records, including more than a million photographs. Its director must be computer savvy, experienced in handling research materials, and have an abiding interest in promoting Arizona history. Beyond the qualities listed above, preference will be given to those holding a Ph.D. in history or a closely allied field. Salary and benefits competitive. For full description of position, contact Mr. Len Huck, Arizona Historical Foundation, Arizona State University, Box 871006, Tempe, Arizona 85287-1006. Applications will be accepted until November 1, 2003 or until the position is filled.

<http://www.archivists.org/employment/jobs/091803-2.asp>

Program Officer, Arizona Community Foundation (Phoenix) - 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. For the complete job description please visit http://www.azfoundation.com/content/view_article.xpl?article_id=659

(Updated Information!) Director of Development, Arizona's Children Association (AzCA) (Phoenix) - Full-time position located in Phoenix. Must have three years experience in identifying, cultivating, and soliciting prospective donors, facilitating special events, conducting research on funding sources and grant writing. Excellent written and verbal communication skills, Microsoft and fundraising computer skills and a proven track record in fundraising and development are required. Works

independently with a state-wide team under the general supervision of the senior vice president. Bachelor's degree required and knowledge of Maricopa County preferred. Send resumes noting REQ# 10-006 to: AzCA, 2833 North 3rd Street, Phoenix, AZ 85004 or fax to (602) 234-1252 or email to hr@arizonaschildren.org Website: <http://www.arizonaschildren.org>

Data Input Processor- Girl Scouts—Arizona Cactus-Pine Council, Inc. - Regular, full-time, non-exempt. Responsible for maintaining the ongoing Accounts Payable process and supports the Finance Director with miscellaneous tasks. Record, maintain, review and make appropriate adjustments to transaction(s) as reflected on invoices, purchase orders, and check requests into an accounts payable system. Generate checks, maintain and review accounts payable reports. Maintain an efficient and effective filing system for all vendors, as appropriate. Cross-trained in multiple tasks and/or back-up functions, as required, to support other team members, especially in the payroll function. Provide in-house technical support to the Solomon software package. For a complete position description or to download an application, please visit the website at www.girlscoutsaz.org.

Continued Listings

American Cancer Society - Community Development Manager - American Cancer Society is seeking a Community Development Manager. Manages volunteers to ensure strong fundraising and outreach programs. Business degree in related field and/or equivalent combination of education and experience. Excellent communication skills and demonstrated ability to work with others. Able to manage and prioritize multiple projects. Solid project management skills and ability to respond to changing circumstances. Ability to move or handle materials weighing up to 30 pounds. Remains composed under stress. EOE. Send cover letter, resume and salary requirements to: American Cancer Society, ATTN: CAZ Regional Vice President, 2929 E. Thomas Rd., Phoenix, AZ 85016 or fax to (602) 381-3096.

Grant Writer - Chrysalis Shelter, Inc - Chrysalis Shelter, Inc. has been serving victims of domestic abuse through shelter, support and education programs since 1982. At Chrysalis, women, men and children are given guidance and assistance within a safe environment to initiate positive changes and break away from the cycle of verbal, physical, emotional and sexual abuse. Chrysalis Shelter is currently searching for a ¾ time seasoned Grant Writer to help us fund and expand both present and future programs. The projected start date for this position is October 1, 2003. The ideal candidate will be results-oriented; have proven grant writing experience and the ability to conduct research to identify private and public funding sources. This position requires a person who can develop and maintain relationships with funders, assist program managers and staff in development of outcomes criteria, and has excellent organizational and communication skills. You must possess the ability to manage a grants calendar and meet reporting deadlines. If you are interested in applying for this position and becoming part of the Chrysalis Team, please fax your cover letter, resume and writing sample to Pam @ (602) 955-0165, or email to dfoote@chrysalis-shelter.org . Chrysalis Shelter is an EEOC.

Development Director - Arizona Civil Liberties Union and Foundation -The Arizona Civil Liberties Union and Foundation (AzCLU/F) are 501(c)(3) and (c)(4) organizations that serve to protect, preserve and advance civil liberties for all Arizonans through education, litigation and advocacy. We are a statewide affiliate of the ACLU with our primary office in Phoenix. The Development Director works under the Executive Director and with the Development Committee, the Board of Directors and the ACLU National Office to develop and maintain a strong multifaceted fundraising plan. The AzCLU is an equal opportunity/affirmative action employer, people of color, older workers, persons with disabilities and gays and lesbians are encouraged to apply. Salary is consistent with other non-profits and a comprehensive package of excellent benefits is available. Send letter, resume and salary requirements to Search Committee, P.O. 17148, Phoenix, AZ 85011-0148 or by e-mail to office@azclu.org no later than September 20, 2003.

Mentoring Services Specialist – Fresh Start Women's Foundation - Assist Manager of Mentoring Services with day-to-day operation of program. Interview candidates; case manage participants; maintain database; prepare reports on outcomes; assist with outreach efforts to community based org and corp. Must be able to work as part of a team; computer skills; evening and weekend work as required. Must have a Master's degree in social work or related field. Excellent written and verbal communication skills. Must have a vehicle and valid driver's license. For more information - contact Annette Morrison at amorison@fswf.org. To apply - fax resumes to (602) 257-9691, Attn: Annette Morrison.

Data Input Processor- Girl Scouts—Arizona Cactus-Pine Council, Inc. - Input, edit and/or maintain a variety of registration information related to general girl membership, program events/activities, adult training sessions, summer camp

participants, etc. Provide support and/or assistance to program department, adult training and/or field service (as directed). Position may also furnish backup (on occasion) for other registration functions of the Council. [Regular, full-time, non-exempt] For more information, please contact Kristina Campbell at (602) 253-6359 (ext 1282). For a complete position description or to download an application, please visit the website at www.girlscoutsaz.org.

Membership Program Aide- Girl Scouts—Arizona Cactus-Pine Council, Inc. - Assists assigned Area Team responsible for the development, extension, and maintenance of girl and adult Girl Scout membership in a specific geographic area. Conducts program activities for girls. [Temporary, part-time, non-exempt] For more information, please contact Kristina Campbell at (602) 253-6359 (ext 1282). For a complete position description or to download an application, please visit the website at www.girlscoutsaz.org.

Hot Lunch for the Homeless Coordinator - Seeds of Hope (Casa Grande) - Seeds of Hope, Inc, a Christian 501(c)3 charity located in Casa Grande Arizona, is now accepting applications for "Hot Lunch for the Homeless Coordinator". This is a non-profit ministry position. This position is a part-time managerial position that coordinates volunteerism, management of facility and scheduling of volunteers, pastoral needs and serving hall for homeless lunches. Requirements: AA degree or higher, display a Christian church commitment, lift sixty pounds, Arizona Drivers license, legally insured vehicle, ServSafe Certification (completion of probationary period can be contingent upon receiving certification at companies expense). Call Brian Voigt at (520) 560-0370 or send resume to Seeds of Hope, 702 E. Cottonwood Lane, Casa Grande, AZ 85222.

Case Manager - Women's Transition Project (Bisbee) - The Women's Transition Project in Bisbee seeks an experienced MSW to serve as Case Manager for approximately nine women and their children. WTP is a long-term transitional housing facility for homeless women with issues ranging from substance abuse recovery, CPS intervention, transition from incarceration, domestic violence, death of spouse, etc. WTP provides food, shelter and transportation - as well as counseling, case management, life skills instruction and voc/ed support and training for up to two years for women committed to achieving self-sufficiency. WTP is looking for a Case Manager who is compassionate but tough, a good listener and problem solver, a team player with a sense of humor and big-picture vision. Experience with group facilitation and substance abuse issues a plus. For more information or to apply, please send cover letter and resume to the attention of Ashley Huddleston at P.O. Box 943, Bisbee AZ 85603 or wtped@theriver.com or fax to (520) 432-4703.

Director, Community Impact - United Way of Tucson and Southern AZ - This position develops, directs, and provides professional level staff support and project management for United Way of Tucson and Southern Arizona's Strengthening Families impact area. Position requires considerable initiative, creativity, independent judgment, and ability to assume significant responsibility with minimal supervision. Requires a Bachelor's degree or equivalent (Master's preferred). Minimum five years professional level related work experience, including two years proven successful experience in program management and evaluation, preferably in the area(s) of family self-sufficiency, domestic violence and asset based community development. Salary \$30-\$43K per year DOE with excellent benefits. Please e-mail cover letter & résumé to: info@unitedwaytucson.org or FAX to: (520) 903-9002. United Way is an Equal Opportunity Employer and a Semi-Finalist in the 2003 Tucson Workplace Excellence Awards.

Resource Development Director - United Way of Tucson and Southern AZ - United Way of Tucson and Southern Arizona seeks a full-time professional to conduct fundraising campaigns in assigned business accounts. You will cultivate relationships with public and private groups to present United Way's vision, mission, services, and programs, to fulfill our goals of community building and cost-effective fundraising. Requires a Bachelor's degree in business, public administration, social science, or related field, or equivalent combination of education and experience. Minimum four years professional level related work experience, including two years proven successful experience in sales, marketing, or public relations. Demonstrated written/verbal communications and public speaking skills. Annual salary \$30,000-\$35,000 DOE plus excellent benefits. Please e-mail cover letter & résumé to: info@unitedwaytucson.org or FAX to: (520) 903-9002. United Way is an Equal Opportunity Employer and a Semi-Finalist in the 2003 Tucson Workplace Excellence Awards.

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Development Director - Arizona Civil Liberties Union and Foundation -The Arizona Civil Liberties Union and Foundation (AzCLU/F) are 501(c)(3) and (c)(4) organizations that serve to protect, preserve and advance civil liberties for all Arizonans through education, litigation and advocacy. We are a statewide affiliate of the ACLU with our primary office in Phoenix. The Development Director works under the Executive Director and with the Development Committee, the Board of Directors and the ACLU National Office to develop and maintain a strong multifaceted fundraising plan. The AzCLU is an equal opportunity/affirmative action employer, people of color, older workers, persons with disabilities and gays and lesbians are encouraged to apply. Salary is consistent with other non-profits and a comprehensive package of excellent benefits is available. Send letter, resume and salary requirements to Search Committee, P.O. 17148, Phoenix, AZ 85011-0148 or by e-mail to office@azclu.org no later than September 20, 2003.

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Data Input Processor- Girl Scouts—Arizona Cactus-Pine Council, Inc. - Input, edit and/or maintain a variety of registration information related to general girl membership, program events/activities, adult training sessions, summer camp participants, etc. Provide support and/or assistance to program department, adult training and/or field service (as directed). Position may also furnish backup (on occasion) for other registration functions of the Council. [Regular, full-time, non-exempt] For more information, please contact Kristina Campbell at (602) 253-6359 (ext 1282). For a complete position description or to download an application, please visit the website at www.girlscoutsaz.org.

Membership Program Aide- Girl Scouts—Arizona Cactus-Pine Council, Inc. - Assists assigned Area Team responsible for the development, extension, and maintenance of girl and adult Girl Scout membership in a specific geographic area. Conducts program activities for girls. [Temporary, part-time, non-exempt] For more information, please contact Kristina Campbell at (602) 253-6359 (ext 1282). For a complete position description or to download an application, please visit the website at www.girlscoutsaz.org.

Hot Lunch for the Homeless Coordinator - Seeds of Hope (Casa Grande) - Seeds of Hope, Inc, a Christian 501(c)3 charity located in Casa Grande Arizona, is now accepting applications for "Hot Lunch for the Homeless Coordinator". This is a non-profit ministry position. This position is a part-time managerial position that coordinates volunteerism, management of facility and scheduling of volunteers, pastoral needs and serving hall for homeless lunches. Requirements: AA degree or higher, display a Christian church commitment, lift sixty pounds, Arizona Drivers license, legally insured vehicle, ServSafe Certification (completion of probationary period can be contingent upon receiving certification at companies expense). Call Brian Voigt at (520) 560-0370 or send resume to Seeds of Hope, 702 E. Cottonwood Lane, Casa Grande, AZ 85222.

Case Manager - Women's Transition Project (Bisbee) - The Women's Transition Project in Bisbee seeks an experienced MSW to serve as Case Manager for approximately nine women and their children. WTP is a long-term transitional housing

facility for homeless women with issues ranging from substance abuse recovery, CPS intervention, transition from incarceration, domestic violence, death of spouse, etc. WTP provides food, shelter and transportation - as well as counseling, case management, life skills instruction and voc/ed support and training for up to two years for women committed to achieving self-sufficiency. WTP is looking for a Case Manager who is compassionate but tough, a good listener and problem solver, a team player with a sense of humor and big-picture vision. Experience with group facilitation and substance abuse issues a plus. For more information or to apply, please send cover letter and resume to the attention of Ashley Huddleston at P.O. Box 943, Bisbee AZ 85603 or wtped@theriver.com or fax to (520) 432-4703.

Director, Community Impact - United Way of Tucson and Southern AZ - This position develops, directs, and provides professional level staff support and project management for United Way of Tucson and Southern Arizona's Strengthening Families impact area. Position requires considerable initiative, creativity, independent judgment, and ability to assume significant responsibility with minimal supervision. Requires a Bachelor's degree or equivalent (Master's preferred). Minimum five years professional level related work experience, including two years proven successful experience in program management and evaluation, preferably in the area(s) of family self-sufficiency, domestic violence and asset based community development. Salary \$30-\$43K per year DOE with excellent benefits. Please e-mail cover letter & résumé to: info@unitedwaytucson.org or FAX to: (520) 903-9002. United Way is an Equal Opportunity Employer and a Semi-Finalist in the 2003 Tucson Workplace Excellence Awards.

Resource Development Director - United Way of Tucson and Southern AZ - United Way of Tucson and Southern Arizona seeks a full-time professional to conduct fundraising campaigns in assigned business accounts. You will cultivate relationships with public and private groups to present United Way's vision, mission, services, and programs, to fulfill our goals of community building and cost-effective fundraising. Requires a Bachelor's degree in business, public administration, social science, or related field, or equivalent combination of education and experience. Minimum four years professional level related work experience, including two years proven successful experience in sales, marketing, or public relations. Demonstrated written/verbal communications and public speaking skills. Annual salary \$30,000-\$35,000 DOE plus excellent benefits. Please e-mail cover letter & résumé to: info@unitedwaytucson.org or FAX to: (520) 903-9002. United Way is an Equal Opportunity Employer and a Semi-Finalist in the 2003 Tucson Workplace Excellence Awards.

Director of Development - Community Food Bank (Tucson) - The Community Food Bank, located in Tucson, AZ, seeks a qualified individual to head the development efforts of this well-respected organization. Candidates should have a history of successful development programs and represent unequalled integrity. Personal characteristics will include demonstrated prowess in drafting a comprehensive departmental strategic plan, coordinating and cultivating major donors, as well as directing mail campaigns and overseeing effective grant writing efforts. A real desire to participate in a team environment, with personal accountability and initiative, must be witnessed in past accomplishments. More information about our food bank can be found at: www.communityfoodbank.org. Salary: commensurate with experience. To apply, send letter of interest, resume, and salary history, to: HR Manager (re: Development Director), Community Food Bank, P.O. Box 26727, Tucson, AZ 85726-6727 or echacon@communityfoodbank.com.

Director of Development - Arizona's Children Association (Tucson) - The successful candidate must have three or more years experience in identifying, cultivating, and soliciting prospective donors; facilitating special events; conducting research on funding sources and grant writing. Must have excellent written and verbal communication skills. Experience with Microsoft and fundraising computer skills. A proven track record in fundraising and development are required. Director will work independently with a statewide team under the general supervision of the senior vice president. Bachelor's degree required and knowledge of Pima County preferred. Send resumes with REQ# 6-006 to AzCA, 2833 N. 3rd St., Phoenix, AZ 85004; Fax: (602)234-1252 or E-mail: hr@arizonaschildren.org. For more information - visit www.arizonaschildren.org. No phone calls please.

Director of the Annual Fund, Scottsdale Community College (Scottsdale) - Designs, implements and evaluates fund raising programs for Scottsdale Community College that will acquire new donors to the college and upgrade existing donors. <http://www.dist.maricopa.edu/jobs/14.html>

Fine Arts Coordinator, City of Tempe (Tempe) - Three years of experience in working with nonprofit organizations, boards, or commissions in the organization and implementation of instructional programming and community arts, visual arts or public arts programs with experience in obtaining and monitoring grants. http://www.arizonaarts.org/opportunities/job_opportunities.html

Associate Executive Director, External Relations, ASU Alumni Association (Tempe) - Supervise staff, develop and execute alumni outreach programs, develop and monitor budgets, develop and implement marketing strategies and procedures, develop and carry out alumni career assistance programs, recruit and train volunteers.

http://www.hr.asu.edu/vacancy_notice/vacancy_posting.asp?id=112145

Direct Response Manager, Make-A-Wish Foundation of America (Phoenix) - Works with all aspects of the acquisition, cultivation, and retention of donors originating from direct response media including direct mail, online marketing, fundraising, and the products program. <http://www.wish.org/home/employment.htm>

Associate Director Planned Giving, ASU Foundation (Tempe) - Identify, cultivate, solicit and steward major and planned giving prospects; forge professional relations with attorneys, trust officers, and other professionals to coordinate and facilitate planned gifts. Possess strong organizational and strategic instincts.

<http://nptjobs.nptimes.com/jobdetail.cfm?job=1616242&keywords=AZ>

President/Chief Executive Office, Arizona Family Housing Fund (Phoenix) - To lead an organization focused on providing opportunities for Arizona's low-income working families to build better lives by preserving and expanding affordable housing and family support. AFHF was conceived, researched and launched by the Stardust Foundation, Inc., which subsequently committed seed funding of \$20 million over 5 years.

http://www.execsearches.com/exec/detail.asp?job_id=6416

Vice President, ASU Foundation Constituent Development (Tempe) - The successful candidate will have leadership and management responsibility for ASU college, campus and unit development activities. The staffs reporting to this position are unit development officers, several of which have dual reporting responsibilities.

<http://nptjobs.nptimes.com/jobdetail.cfm?job=1616233&keywords=AZ>

Public Relations Manager, Lowell Observatory (Flagstaff) - Responsible for developing and directing communications programs and initiatives to enhance Lowell Observatory's leadership, public image, and corporate position with relevant internal and external audiences. This requires managing proactive programs primarily directed at building Lowell Observatory's corporate brand, and its image and reputation among the scientific community, science and trade media, and other identified constituents. To learn more and to apply please visit: http://www.lowell.edu/hr/pr_01.html Deadline: Applications received by 5pm, August 15th, given priority; open until filled.

Residential Counselor, Boys Hope Girls Hope (BHGH) (Phoenix) - BHGH helps children who are hurt and at-risk, yet academically capable, to realize their potential by providing value-centered, family-like homes and quality education through college. Boys Hope Girls Hope seeks dedicated, committed, and mature individuals for our live-in Residential Counselor positions. Our Residential Counselors work as a member of a team responsible for teaching and modeling healthy behavior and social skills to six to eight youth in a home, empowering and encouraging the youth in their college preparatory educations, as well as managing all aspects of a home including upkeep and maintenance. This position requires effectively communicating with students, co-workers and the community, and organizing multiple projects and schedules. The Residential Counselor also receives free room and board. Required Education: BA/BS/Undergraduate. Required Experience: 1-2 Years. 1-3 years experience working with at-risk youth or a vulnerable population. Valid Driver's License. Ability to live in the Boys Hope Girls Hope home. Contact: Stephanie Welberg via email to: swelberg@bhgh.org or via fax to: (314) 298-1251.

Development Assistant - Membership, Scottsdale Center for the Arts and Museum of Contemporary Arts (Scottsdale) - Experienced administrative assistant to provide full clerical support to the membership program. This part-time shared position will require intermediate proficiency in word processing and spreadsheet and advanced proficiency in data base management with experience in Raiser's Edge preferred. You will work in a dynamic and fast paced atmosphere with people contact and detail oriented tasks. This position requires excellent interpersonal and communication skills and a talent for details. A high school diploma or equivalent and a minimum of two years office experience and keyboarding skills of 50 wpm are also required. We offer a competitive salary. To apply, send your resume and cover letter to: Scottsdale Cultural Council, 7380 E. 2nd. Street. Scottsdale, AZ 85251 OR Fax: (480) 874-4699 or via email to: resumes@SCCARTS.org. EOE.

Director of Development, Yavapai Big Brothers Big Sisters (Prescott) - Be a part of one of the top mentoring organizations in the country! Develop and implement a comprehensive Fund Development Program as part of the organization's strategic plan. This includes planning and implementing annual giving, major gifting strategies as well as researching and writing grants for the organization. Two years experience in fundraising and/or related activities and two years experience in successful grant writing. A baccalaureate degree is preferred. Full time. \$40,000-\$50,000 per year. Apply via email to: ybbbs@cableone.net or via fax to: (928) 445-8909 or via mail to: 103 E Gurley, Prescott, AZ 86301.

Data Manager/Administrative Support, The United Food Bank (Mesa) - We are seeking a high-energy person with multi-tasking skills for a full-time position to provide data management and administrative support for the organization. This position coordinates the collection, assimilation, and analysis of all data needed for effective operations of the organization and is responsible for the accuracy of all numbers/statistics/data that are used for internal purposes or reported to/shared with the community, funding sources, regulatory agencies, etc. The position reports directly to the Finance Manager, but will provide administrative support for other staff members as well. The successful candidate will have outstanding organizational and time management skills and an acute attention to detail. Minimum of Associates degree preferred, however, relevant experience will be considered. Must be skilled in Microsoft Office products, including Word, Excel, and Access. To obtain a complete job description and/or to apply (cover letter, resume and salary history) please contact Frankie Massie via email - frankie@unitedfoodbank.org or fax to: (480) 926-7025.

Phoenix Zoo (Phoenix) - The Phoenix Zoo currently has five full-time regular positions open: Customer Service Representative, Director of Education Programs, Director of Volunteer Programs, Director of Visitor Experiences and Technology and Experience Exhibit Specialist. You can learn more about all of these jobs, and apply online, at <http://www.phoenixzoo.org/zoo/who/hr/index.asp>

Advancement Officer, The Community Foundation for Southern Arizona (Tucson) - To generate annual philanthropic support for the Foundation and to coordinate the Foundation's community relations program. Responsibilities include soliciting outright gifts from individuals and corporations; coordinating the gift acknowledgement process, donor recognition and stewardship activities. In addition, the individual will develop and implement a communications plan, assist with the production of collateral materials and plan outreach events. This is a full-time, exempt position reporting to the Executive Vice-President. A minimum of three years professional development, including proven success securing financial support, and marketing experience is required. Send resume, cover letter and three references to: Executive Vice President, Community Foundation for Southern Arizona, 2250 E. Broadway Blvd., Tucson, AZ 85719.

Community Respite Program Coordinator, Devereux (Tucson)- Coordinate respite services for families with children in Devereux and with community agencies who have emotional and behavioral challenges; provide supervision and support to respite providers; oversee the licensure, recruitment, and training efforts of respite providers. The minimum qualifications are a Bachelors degree in behavioral health or health-related field and two years equivalent experience. Requires strong organizational skills and a high level of motivation. Must be self-directed. Experience may substitute for education. Starting salary range is \$23,795-\$27,126 DOE. At Devereux, our benefits include: medical/dental, generous vacation, sick and personal days, tuition reimbursement and matching 403(b) plan. Email or fax resumes to: herget@devereux.org (520) 886-3335. Visit the "Employer of Choice" at: <http://www.devereux.org> . Drug Free Workplace. EOE.

Non Profit Bookkeeper, National Council on Alcoholism and Drug Dependence (Phoenix) - Responsible for budgets, operating reports, A/R, A/P billing, compliance reports. Salary DOE, benefits included. Please fax resume to: (602) 265-2102.

Administrative Assistant, The Laynor Foundation (Scottsdale) - The Laynor Foundation Museum is seeking an administrative assistant with communication skills and a background and interest in the visual arts. Should be able to assist with marketing, publicity, fund raising, curating, sales and have a strong knowledge of computers and photography. Part time (10 to 20 hours per week) starting at \$10 per hour with commission on all sales. Send resume to Laynor Foundation Museum, 14809 N. 73rd Street, Scottsdale, AZ 85260 or send an email to: curator@laynor.org. Also, please visit our website at www.laynor.org

