



THE AH ALUMNI LINK

September 2003

Issue 4

Greetings! For those of you Alums who helped out at the Fall Retreat at the R-C Scout Ranch, Payson, THANK YOU! And for those of you who missed the excitement – you should know that we had a marvelous time meeting the new and returning undergraduates in the American Humanics program.

We hope to see more of you at the Spring Retreat, January 30th & 31st. The focus of the retreat will be on developing personal mission statements. We'll keep you updated as more information is available.

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.

Finally, do you have information you would like to see in the AH Alumni Link? Send input to [Biss Kuttner-Martinez \(bkmartinez@cox.net\)](mailto:Biss.Kuttner-Martinez@cox.net) or [Dawn Curran \(dxcurran@vosymca.org\)](mailto:dxcurran@vosymca.org).

Dawn Curran

Biss Kuttner Martinez

AH Alumni Link Editors

Mark Your Calendars!

American Humanics at ASU – Fall 2003 Schedule of Events

- | | | |
|-----------------|------------------------|--|
| 09/22/03 | 4:40 p.m. – 5:30 p.m. | REC 320: Youth and Human Service Workshop – Speaker Series
ASU – Main, Agriculture Room 150
Topic: Nonprofit Marketing and Public Relations
Speaker: Laura Capello, Big Brothers Big Sisters of Central Arizona |
| 09/23/03 | 10:00 a.m. – 1:00 p.m. | Nonprofit Volunteer and Internship Fair
ASU-Main, Cady Mall |
| 09/29/03 | 4:40 p.m. – 5:30 p.m. | REC 320: Youth and Human Service Workshop – Speaker Series
ASU – Main, Agriculture Room 150
Topic: Volunteer Services
Speaker: Teresa Boeger, Director, The Emily Center |
| 10/07/03 | 11:30 a.m. – 1:30 p.m. | American Humanics Board Meeting
Boys and Girls Clubs of Scottsdale – Barker Branch |
| 10/13/03 | 4:40 p.m. – 5:30 p.m. | REC 320: Youth and Human Service Workshop – Speaker Series
ASU – Main, Agriculture Room 150
Topic: Diverse Leadership
Speaker: George Dean, CEO, Greater Phoenix Urban League |
| 10/20/03 | 4:40 p.m. – 5:30 p.m. | American Humanics Student Association at ASU |

		Business Meeting ASU – Main, Agriculture Room 150
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
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)

Nonprofit Management Institute

The Nonprofit Management Institute has joined the Center for Nonprofit Leadership and Management in the College of Public Programs. Arizona State University will continue its commitment to provide high quality professional development programs to the nonprofit community including the Nonprofit Management Certificate Program, Nonprofit Day, the Arizona Nonprofit Community Report and an array of topical workshops on issues important to nonprofit leaders. Please visit the new home for the Nonprofit Management Institute at www.asu.edu/copp/nonprofit for more information and to subscribe to The Arizona Nonprofit Community Report, a free email newsletter from the Center.

What is the American Humanics Program?

Have you ever struggled with exactly how to explain American Humanics during a job interview or to your family and friends? Here is the official version from the [College of Public Programs, Department of Recreation Management and Tourism](#).

In 1980, the American Humanics program at Arizona State University was founded with the support of the Phoenix Rotary Club 100 and nonprofit organizations. They recognized the need for highly skilled leaders in the nonprofit sector. Through the dedication of students and the support of the community, ASU has evolved into the nation's leader among the more than 80 universities affiliated with American Humanics, Inc.

Recreation-B.S., Nonprofit Youth and Human Service Leadership and Management: American Humanics

Students pursuing the recreation management concentration can further specialize in nonprofit/youth agency administration (American Humanics). This emphasis area is education and preparation for leadership and management positions in nonprofit youth and human service organizations. The program features professional affiliation with and certification by

American Humanics, Inc., the nation's leader in education for nonprofit careers.

In addition to the 33 semester hours of major core classes, this concentration consists of 15 semester hours of recreation-related courses and 18 semester hours of nonprofit management related courses and 200 hours of Professional Leadership Experience.

Nonprofit Youth and Human Service Leadership and Management: American Humanics Certificate Program

The certificate program in American Humanics is education and preparation for leadership and management positions in nonprofit youth and human service organizations. The program features professional affiliation with and certification by American Humanics, Inc., the nation's leader in education for nonprofit careers. American Humanics national certification can be earned in conjunction with any baccalaureate degree.

In addition to the student's degree curriculum requirements, students must complete 30 semester hours of nonprofit management related courses offered by the Department of Recreation Management and Tourism and 200 hours of Professional Leadership Experience.

For more information, visit <http://www.asu.edu/copp/recreation/emphasis/nonprofit/index.html>

NONPROFIT ORGANIZATION SELF-ASSESSMENT PROGRAM

ASU's Center for Nonprofit Leadership and Management

The third year of the **Nonprofit Organization Self-Assessment Program** is currently underway, and the Center for Nonprofit Leadership & Management is pleased to announce the selection of five new agencies to participate in the program.

[The five organizations selected 2003-2004 were:](#)

- Arizona Call-a-Teen Resources
- Crisis Nursery
- Improving Chandler Area Neighborhoods (ICAN)
- Phoenix Body Positive
- Teen Lifeline

The Center's local leadership team is working with the organizations on a nine-month process of organizational self-assessment, discovery and transformation. The process challenges participants to answer questions that go to the very heart of their organization: why it exists, who it serves, and what it must do to make a difference.

Visit http://www.asu.edu/copp/nonprofit/asst/asst_sap.htm for more information.

Center for Nonprofit Leadership and Management Releases Progress Report

The Center for Nonprofit Leadership and Management [CNLM] has released its 2003-2004 Progress Report: "Building a Stronger Nonprofit Community". The report contains highlights of the Center's activities to support nonprofit effectiveness through: Research that Matters, Nonprofit Leadership Education, Technical Assistance to Nonprofits and Conferences and Convenings. For more information about the Center for Nonprofit Leadership and Management or to download a copy of the Progress Report, please visit our website at <http://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:

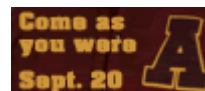
- Strategic Planning
- Resource Development
- Board Governance
- Marketing
- Mission-Based Management
- Social Entrepreneurship
- Volunteer Management

North/Central Location
THE FLINN FOUNDATION
1802 North Central Avenue
[Phoenix, AZ \(Map\)](#)

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

Come As You Were



Medallion of Merit ASU Alumni Association Scholarship Benefit

On September 20th, the ASU Alumni Association is hosting a "Come As You Were" Medallion of Merit Benefit at Old Main on the Arizona State University campus to raise funds for student scholarships. The fun event offers alumni the chance to relive their college years with music, classic cars and big band entertainment.

"This event is so important for all Arizonans, because it directly affects the state's future," said Patty Packard, Chairwoman of the event's planning committee. "The students that benefit from the Medallion of Merit are the leaders of tomorrow, and we need them to stay in Arizona. The Medallion of Merit helps us do just that."

The benefit is scheduled from 6:30-10:30 p.m., Saturday, Sept. 20 at Old Main on ASU's Main campus. The cost is \$125 per couple. There will be food, dancing, entertainment and a silent auction.

For more information or to R.S.V.P. call Bonnie Rasmussen at (480) 965-ALUM, 1-800-ALUMNUS or online at www.asu.edu/alumni.

Go the distance! ASU at Iowa

Sun Devil fans will converge on the Kinnick Stadium on Saturday, September 20, 2003 as ASU faces Iowa on the gridiron. Airfare, motor coach, hotel, tailgate party and game package is available from Phoenix for \$595. Others meeting at the

game can attend the tailgate for \$20 per meal. Football ticket/tailgate package is also available for \$60 per person. For more information or reservations, call 1-800-ALUMNUS.

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.

Arizona State University Vision Online

The Arizona State University Alumni Association is pleased to present the latest distribution of ASU Vision Online magazine. Please visit <http://www.asu.edu/alumni/vision/index.htm> for the Summer 2003 issue.

ASU Alumni Association

A great way to demonstrate support for your alma mater is through membership in the ASU Alumni Association. The annual dues of \$45 offer an affordable way to help build ASU's reputation. Visit <http://www.asu.edu/alumni/membership> or call (480) 965-ALUM or 1-800-ALUMNUS.

Volunteering for ASU holds rewards

Are you looking for a new way to give back to ASU? The ASU Alumni Association can help. From marketing to assisting at events, you can volunteer your time and talent while having a rewarding experience helping ASU develop into the New American University. To register, and find out more about volunteering, [visit our website](http://www.asu.edu/alumni/involve/volunteer/index.html) at <http://www.asu.edu/alumni/involve/volunteer/index.html>.

Maggie King Retires from Volunteer Center of Maricopa County

The Volunteer Center of Maricopa County announced that Maggie King, President/Executive Director retired effective as of September 1, 2003. "King led the Volunteer Center during a period of tremendous growth and made its impact in the community more than ever before" Cathy Boyd, President of the Volunteer Center's board said. Prior to joining the Volunteer Center as president/executive director in 1995, King was director for special projects at the Washington, D.C.-based Points

of Light Foundation. Beginning her volunteer management career in 1982, King developed the first volunteer services department for the Prescott Unified School District. She later served as the first Executive Director of the Volunteer Center of Yavapai County and as director of youth programs in both San Diego and Maricopa County volunteer centers. She also served on the boards of numerous state and national organizations, co-authored a book on volunteerism and was an adjunct faculty member at Arizona State University's Nonprofit Management Institute. "I have received more than what I gave to the non-profit sector and I am extremely gratified," said King. The Volunteer Center's board has begun a search process to recruit a new President/Executive Director.

Resources Research, Reference and Referral Information

Roberto Armijo, Executive Director of Community Information and Referral, tells us that they have 2 brand new directories available for purchase: 2004 Directory of Human Services for Gila/Pinal Counties and 2004 Directory of Human Services for La Paz/Mohave/Yuma Counties. Each Directory costs \$30.00 plus \$3.50 for shipping. Call 602-263-8845 ext. 0 to order. Credit cards are accepted over the telephone.

Arizona Nonprofit Community Report Gets a New Look!

In addition to easier navigation, the new format includes improvements to the [subscribe](#) feature and an easier way to [submit](#) news items for inclusion in the newsletter. Please look for continued improvements in the coming months and feel free to submit your suggestions, comments and questions to nonprofitnews@asu.edu

Classified Notices

Looking for a place to post your notices encouraging sharing of skills, supplies, equipment, and services, and posting of CEO/ED positions?

Send your want adds for posting in next weeks Weekly ONE Update to ONE-Admin@cox.net

Communities for All Ages Initiative Launched

The Arizona Community Foundation is launching a new initiative, Communities for All Ages (CFAA) by hosting a series of regional conferences, titled "Connecting Generations... Strengthening Communities". Conference topics include: key characteristics of a Community for All Ages, intergenerational strategies and programs, national models promoting Communities for All Ages and ACF's new CFAA Planning Grant Program and how you can apply. Conference dates are from 9:00 am to 3:30pm as follows:

- Tuesday, Sept. 23rd at the United Way of Tucson and Southern AZ Campus, Tucson
- Wednesday, Sept. 24th at the Fiesta Inn, Tempe
- Thursday, Sept. 25th at the Hassayampa Inn, Prescott

Co-sponsored by United Way of Tucson and Southern Arizona Campus, Tempe Community Council, Prevent Child Abuse, and Yavapai College. For more information contact Suzanne Quigley at (602) 381-1400 or squigley@azfoundation.org. Registration materials at: www.azfoundation.org.

Tech Strategies for Nonprofit Leaders

NPower Arizona invites you to join them September 25-26 for an interactive day-and-a-half workshop and learn to use technology in support of your agency's mission. We recommend that your executive director and information technology decision maker attend, preferably with a board member. You will work with an NPower Arizona consultant to begin crafting a technology plan for your organization. NPower Arizona can also visit your agency after the workshop to provide additional guidance.

During this workshop, your team will work interactively with NPower staff to:

- Draft a technology vision statement for your organization
- Begin a technology assessment for your organization
- Identify and prioritize technology solutions
- Learn about budgeting strategies and tools
- Receive tips for selecting and working with subject area experts
- Gain a broader understanding of technology training needs and options
- Learn strategies and tips for securing resources to implement your technology plan

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!

Visit <http://www.guidestar.org/news/newsletter/index.jsp> for more information about NPower Arizona.

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>.

Save the date...

ASU Homecoming 2003 🕒

You don't want to miss this year's Homecoming, as it is shaping up to be among the best ever. [Read the details of the Homecoming plan](#) and save the date: Oct. 27-Nov.1. The week will be filled with nostalgic activities culminating with the game against Cal. Keep in mind, the Sun Devils' two previous trips to the Rose Bowl were sealed by Homecoming victories over the Golden Bears.

Latest News from your College is online at <http://www.asu.edu/copp/resources/news/latest-news.html>

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

ASU 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

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.

Executive Director - Rosie's House - Rosie's House: A Music Academy for Children provides free music instruction by dedicated professionals and instruments on loan to low-income high-risk youth in the Phoenix, Arizona area in a safe, supervised neighborhood arts facility. The Executive Director has overall responsibility for the day-to-day business operations of Rosie's House including oversight of all Rosie's House staff, creation and implementation of policies and regulations, record keeping, filing of corporate reports, creation of the budget, maintenance of the website, donor management, and oversight of bookkeeping and bill paying activities. Some evening and weekend work is required. Qualifications: Bachelor's Degree, Master's Degree preferred or comparative life experience. At least two years in nonprofit administration with a strong development and fundraising background. Good writing skills and familiarity with database software required. Must have great ability to interact positively with parents, faculty, staff, Board members, and volunteers to achieve vision of excellence and accessibility. Background in music performance or music education extremely helpful. Ability to speak Spanish a plus. Benefits: Health insurance, life insurance, sick leave, vacation, and holiday pay. 403(b) program (no employer contribution). Salary: Commensurate with experience. Start date: October 1, 2003. Applications accepted until September 10, 2003. To apply, please send resume/biography and references (with contact information) to: Debora Verdier, Squire, Sanders, & Dempsey L.L.C., 40 N. Central Avenue, Suite 2700, Phoenix, AZ 85004 (602) 528-4039; FAX (602) 253-8129. If you have questions about the position, please call Allison Blanchard, Executive Director at (602) 252-8475 or info@rosieshouse.org.

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 amorrison@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.

Girl Scouts-Arizona Cactus-Pine Council, Inc

Program Executive/Resident Camp Director - Responsible for the development, implementation and delivery of quality Girl Scout program that (i) addresses current girl needs, interests and societal issues, (ii) provides girls with a sense of self worth, and (iii) creates for girls an opportunity for development of skills and knowledge. Also responsible for the management and direction of a resident camp. [Regular, full-time, 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.

Council Shop Assistant - Provides customer service and support to the Council Shop and to other business service areas. This is a regular, part-time, non-exempt staff position. 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.

Administrative Assistant - Provides direct secretarial/administrative support to the Deputy Directors. Performs a variety of related activities that facilitate the efficient operation of the above function areas. This is a regular, full-time, exempt position. 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.

Continued Listings

AmeriCorps Members, Make A Difference (Phoenix) - Multiple openings with Make A Difference for AmeriCorps members. Funded through a grant from Make A Difference's national affiliate, CityCares, Make A Difference is hiring 17 people to fill these newly created positions, 6 within Make A Difference and 11 placed with host sites throughout the Valley. More details at: <http://www.idealists.org/jobs/4963:239/101275:302>
Also, visit the Make A Difference website at: <http://www.makeadifference.org>

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: rherget@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