



BBFL - Regional Director Miami & Broward

Department: Programs

Reports to: State Director

of direct reports: 1 - 5

Position Overview: The Regional Director is responsible for securing funding for programs and special projects in the Miami & Broward area by working with local Advisory Boards, committees and through local fundraising initiatives. S/he identifies and cultivates individual donors, corporations, foundations and government agencies (who have the capacity to provide financial support) and connects the interests or mission of these funding sources with the needs of Best Buddies Florida. The Regional Director oversees day-to-day operations in the Best Buddies Miami & Broward office, develops expansion efforts, and assists and directs program staff while collaborating with the State Director, Director, Operations, SFL Grant Writer and Deputy Directors of Programs to ensure program consistency and office success.

Job Requirements:

- 3-5 years of management/supervisory experience, 2-3 years of Special Event planning experience and 1-2 years of experience working with individual major gift prospects and personally soliciting major gifts
- Bachelor's Degree
- Excellent written and verbal communication skills
- Experience managing volunteers for the cultivation and solicitation of major gifts and special event support
- Strong desire and motivation to carry out the Best Buddies mission, with the focus on special events and fundraising
- Familiarity with or comfort in working with database management systems (i.e. Bene, Auction Pay, Raisers Edge)
- Must be proficient in MS Excel and be comfortable constructing and monitoring budgets/spreadsheets
- Automobile with applicable insurance (specific coverage limits required)

Job Duties include, but are not limited to:

Development

- Overall operational management responsibility for all fundraising activities including foundation and corporate giving; major gifts; special events, annual giving; and alumni/parent relations, responsible for holding at least one major fundraiser a year and supporting the SFL Friendship Walk and National Miami Gala

- Works with State Director and State Operations and Development staff to research and execute funding solutions from foundations, corporations, individuals, and government entities
- Manages Advisory Board and Business Buddies Board including recruitment, training and retention of committee, council and board members in area
- Manage government grants/contracts in the South Florida area to ensure Best Buddies is meeting all guidelines effectively and on a timely basis
- Create and manage special events to secure significant funding for programmatic efforts in area
- Identifies, cultivates, and develops volunteers capable of making personal commitments and becoming directly involved in the solicitation process on behalf of Best Buddies

Management

- Develops and manages area plan and office budget, implementing goals and objectives
- Works with Deputy Directors to recruit, train and evaluate Program Managers, ensuring program staff are fulfilling all job duties as stated in job descriptions
- Directly supervises the area Program Managers, including approving all reports, conducting staff evaluations, creating quarterly goals and providing guidance and motivation

Programs

- Oversees all day-to-day operations in the Miami & Broward offices
- Works with the Deputy Director of Programs and Program Managers to maintain consistency of programs, develop expansion efforts, and provide assistance and direction to program staff
- Assists with the planning and implementation of area-wide program fundraising events, including Best Buddies Day

Public Relations

- Creates a strong presence for Best Buddies in the area through public speaking, community involvement, public service announcements, special events, and other media initiatives
- Facilitates Public Relations, Marketing and Awareness efforts for Best Buddies through newsletters, web updates and database management

Miscellaneous

- Maintains communication with supervisor with timely reports and other information as directed
- Travels as necessary to accomplish above responsibilities
- Handles special projects as assigned
- Works evenings and weekends as necessary to complete assignments

[Click here for more information or to apply](#)

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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