



Broward 211 – Development & Creative Associate Job Description

Reports To: Chief Advancement Officer

Status: Exempt

POSITION OBJECTIVE:

The Development & Creative Associate will be responsible for the following activities: Administration of special events (registration, correspondence, auction, follow-ups); Administration of Club 211 (membership activation, renewals); Website management (updates, content writing, content display, creation of special pages); Creative and graphic materials (event programs, infographic reports, newsletters, etc.). This position will report to and support the Chief Advancement Officer and assist with event and administrative tasks. This position will work closely with agency administration and will respond to requests for website management and creation of graphic reports/materials.

ESSENTIAL FUNCTIONS:

1. **Special Events:** Coordinate logistical and administrative aspects of special events, such as website updates, sponsor activation, registration, correspondence, auction, name tags, seating arrangement, follow ups, volunteer/staff assignments, and on-site set-up and breakdown. Monitor event execution and propose ideas for improving event planning and implementation processes;
2. **Journal Programs:** Create journals, coordinate incoming journal ads, ensure deadlines/specs are met for ad submissions;
3. **CLUB 211 Membership and Events:** New/renewal membership activation, update website (directory, media clippings, photos, event listings), create and manage registration;
4. **Website:** Responsible for all aspects of organizational website. Manage updates, write content, create special pages. Point of contact for creation of new website;
5. **Infographic Reports:** Prepare special reports and materials using impactful infographics and evidence based messaging, including program, statistical, and marketing/social media materials and publications;
6. **Newsletters:** Collect newsletter stories/photos from appropriate staff, create e-newsletter in Constant Contact, prepare event newsletters;
7. **Event Accounting:** Accurately record registration and raffle income, prepare sponsorship invoices as needed; prepare year-end individual donor letters to be mailed by second week in January;
8. **Administrative Support:** Process donor/sponsor acknowledgement letters within two business days, ensure all templates are accurate and up-to-date; create event PowerPoint presentations; prepare development committee meeting minutes; prepare tour/media packages as needed;.

ADDITIONAL FUNCTIONS:

1. Performs other duties as assigned by Chief Advancement Officer
2. Complies with all professional and agency standards, policies and procedures, and makes a positive contribution to the team oriented workplace.

PERFORMANCE STANDARDS:

1. Ability to work in a team orientated workplace.
2. Strong attention to detail with ability to manage multiple deadlines.
3. Correspondence will be accurate, timely and professional in appearance; department documents to be filed in appropriate server files and binders.
4. Event activation, database updates, acknowledgement letters, CLUB renewals/activations, and website updates will be handled in a timely fashion and according to agency procedures.
5. Cash and check handling and order processing procedures will be adhered to at all times.

This list of Job Functions and Performance Standards is not intended to be exhaustive. The agency reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

1. A Bachelor's degree and related experience is desired; Specific experience in marketing, events planning or as an executive assistant is preferred.
2. Exceptional written/verbal communication and interpersonal skills required. Strong attention to detail. Must be able to interact positively and effectively with many different personalities and representatives from the community, including clients, nonprofit agency representatives, funders, government officials, Board members, community leaders, and corporate executives.
3. Computer proficiency required. Must have experience with Windows and Microsoft Office (Word, Excel, Publisher, Outlook, Powerpoint). Experience with DonerPerfect, Constant Contact, EventBrite, WordPress and Adobe Creative Suite (InDesign, Photoshop) is preferred.
4. Must be highly organized, self motivated, and able to complete assignments with multiple components and fixed deadlines while working in a team oriented environment.
5. Able to exercise discretion, confidentiality and independent judgment in handling tasks.
6. Able to work independently with minimal supervisory follow-up.
7. Comply with all professional and agency standards, policies and procedures, and make a positive contribution to the workplace.
8. Expected to be a flexible, enthusiastic, contributing member of the 2-1-1 team.
9. Must present a professional manner and appearance at all times.
10. Ability to transport him/herself on agency business.

WORK HOURS:

This position is a 40-hour full time work week with general office hours of 8:30 AM - 5:00 PM. This position requires a flexible schedule in order to attend meetings/events and to conduct business outside of regular office hours.

CONFIDENTIALITY: The Development Assistant will be exposed to confidential material. It will be his/her responsibility to maintain the confidentiality of such material in the strictest manner. Any violations of the confidentiality of records can result in immediate dismissal.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation. I have listed any requested accommodations below if they are necessary to perform the essential functions of this job.

The salary range is \$33k - \$35k. Great benefits. Send resume totschuldiner@211-broward.org.

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.

For future job postings, follow us on:

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