



Children's Diagnostic & Treatment Center Development & Communications Specialist - Events

General Overview

As a member of the CDTC Development team, The Development and Communications Specialist is a dynamic and driven individual who helps to broaden reorganization opportunities for donors to the Center and communicate the CDTC brand in the complicity. The Development team is dedicated to providing meaningful stewardship activities that engage donors by keeping them informed and conveying our gratitude for their support. Under the supervision of the Director of Development, the Development & Communications Specialist primary responsibility is donor cultivation and stewardship, marketing and public relations, social and fundraising events, and management of volunteering programs. This includes being the liaison to all 3rd party events, the cdtc Sunflowers, and the CDTC Transformers.

Community Relations – coordinates ongoing development and implementation of programs designed to meet the needs of local community based interest groups while creating awareness of CDTC. Represent CDTC at public functions, coordinate participation in community based events, and ensure contact lists with volunteers and supporters are kept current.

Fundraising & Sponsorship Coordination – keeps up to date on current fundraising and public relations programs and practices used in the nonprofit sector. Ensures that sponsorships organizations receive the appropriate press coverage, special treatment and acknowledgment.

Special Projects & Events – Assist with special projects, events, research and analysis. Participate on committees as needed, track budgets and outcomes. Assists with planning and implementation of special events. Provides event day support.

Communication – Establish and maintain open lines of communication both internally and externally to effectively represent department needs in a timely and professional manner.

Specific Duties

- Responsible for building and cultivating strong relationships in the south Florida community
- Coordinate and manage logistics for all fundraising events to benefit the Center, including 3rd party events
- Represent CDTC at networking and social events, including possible speaking engagements
- Conduct tours of CDTC to prospective donors and other community groups
- Coordinate memorable special events for the children and families served by CDTC and donors
- Secure and share center success stories and other “feel good” content.
- Liaison for The cdtc Sunflowers and The CDTC Transformers – need to engage both groups
- Prepare and distribute media alerts and press releases related to the center's events and activities.
- Track, record and report upon media coverage for the center or its keys supporters
- Point of contact for all in-kind donations, including the Toy Shop in December.

- Manage volunteers for the center, including at all special events
- Maintain a current list of media outlets and develop personal relationships with these contacts in order create opportunities. Coordinate with Broward Health and CDTC PR firm, when necessary.
- Plan Volunteer & Donor Appreciation Parties

Requirements

Bachelor's degree obtained through a formal four year program and three years of related experience in development or related field (marketing, public relations, non-profit management, community relations) required. Five years of experience and prior donor relations experience including event and volunteer management strongly preferred. Candidate will have a background in communications, event planning, marketing and/or fund development. The Development and Communications Specialist collaborates with the Development Director to strengthen the base of financial support for CDTC's operations and long term stability. Development activities include but are not limited to: donor cultivation and stewardship, marketing and public relations, social and fundraising events, direct mail campaigns, internet and social media communications and management of donor records and volunteer programs. Non-profit fundraising experience and knowledge of Raiser's Edge software preferred.

Apply online through Broward Health at <http://bit.ly/cdtcdev>

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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