



Deliver the Dream - Development / Fundraising Manager

Providing healing retreats that enable families living with serious illness or crisis to build bonds and form relationships with other families who are experiencing the same in order to regain strength in mind, spirit, and family...one retreat at a time.

Position Summary:

The perfect candidate for the Development / Fundraising Manager position at Deliver the Dream (DTD) will be a team player with a passion for helping people. The position is based in our Fort Lauderdale office and will report to the Development Director and is part of the Development team. The three-person team at DTD manages approximately 5 special events each year. The Development / Fundraising Manager is a salaried position and must have a flexible work schedule as some events may require evenings and weekends.

Position Functions/Responsibilities:

- Work closely with Development Director to implement and incorporate an annual special event plan and budget
- Solicit and secure potential event sponsors
- Oversee on-line fundraising and peer to peer giving program
- Assist with developing, set-up/breakdown and coordinating events, including creating timelines; planning décor and entertainment; managing guest lists and seating; tracking in-kind donations and receivables, creating program book, working with vendors; etc.
- Solicit auction item donations
- Ensure events are promoted in timely and effective manner, before, during and after event dates through social media, website, press releases and email
- Ensure event sponsors receive proper recognition and benefits
- Provide post-event evaluation and suggestions
- Serve as the liaison to the Director of Development
- Serve as liaison to special event committees for assigned events
- Attend community meetings and functions in order to network
- Perform other duties as assigned

Required Skills & Experience:

- Experience (3 years +) in nonprofit fundraising and events is a MUST
- Proven solicitation of sponsorships
- Experience with social media
- Experience with on-line fundraising
- Excellent oral/written communication skills
- Ability to prioritize and maintain deadlines while managing multiple events
- Works well under pressure
- Highly organized

- Enjoys cultivating new relationships
- Excellent customer service skills
- Takes initiative
- High level of attention to detail
- Resourcefully solves challenges
- Heavy lifting required
- High skill level in Microsoft Word, Excel, PowerPoint
- Experience with Adobe, Robly and/or BidPal Software is a plus
- Bachelors' degree or the equivalent in extended experience

Compensation and Benefits

Competitive Salary Range and benefits that include fully paid health insurance for the employee and generous amount of paid time off.

About Deliver the Dream:

Deliver the Dream provides structured and therapeutic retreats for families experiencing a serious illness or crisis. Each three-day retreat is geared towards a specific illness/crisis such as autism, spina bifida, death of a loved one, Down syndrome or cancer. On these retreats, families participate in structured activities such as assorted recreational indoor and outdoor activities, discussion groups, interactive games, creative workshops, and team building exercises. These activities are designed to have a positive outcome that transforms families coping skills; improves communication between their family; and strengthens the bonds between each family and each family member. This therapeutic retreat will also provide families with resources and an opportunity to network with other families dealing with a similar situation.

Only those submissions received with a cover letter and resume will be considered. References will be requested as well.

Please send to Robyn Harper at robyn.harper@deliverthedream.org with Development / Fundraising Manager in the subject line.

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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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