



Equality Florida - Palm Beach Development Officer

Position Description: Palm Beach Development Officer
Reporting Line: Director of Development
Department: Development
Location: Palm Beach Florida

Position Summary:

The Palm Beach Development Officer is:

- Comfortable working independently on a virtual team
- Able to efficiently organize, promote, and execute multiple development events of various sizes in the Palm Beach community
- Proficient in Microsoft Office and Google's online applications and is familiar with social media platforms (Facebook, Twitter, Instagram, etc.)
- Able to work some weeknights and weekends
- Comfortable speaking to groups of donors of all sizes
- Excited to be part of the important work to bring full equality to Florida's LGBTQ community!

Position Responsibilities:

Manage our major donor cultivation and stewardship program for Palm Beach:

- Recruit and renew high-level, annual donors (donors that contribute \$500 and more)
- Plan, promote, and execute donor appreciation and donor recruitment events throughout the Palm Beach community
- Recruit new corporate sponsors and nurture relationships with current ones
- Provide stewardship for all Palm Beach supporters through personalized thank you letters, check-in calls, and visits

Plan, promote, and execute Equality Florida's largest event in Palm Beach, the Palm Beach Gala:

- Attain gala fundraising goal by securing individual and corporate sponsorships
- Develop and support volunteer steering and host committees
- Assist in the development of all gala logistics, including venue selection, guest registration, stage program, onsite volunteer management, and all follow-up activities as necessary
- Assist in the development of gala materials, including print and email invitations, social media promotion, and on-site signage
- Manage vendors and contracts

Support all Equality Florida's development programs, including:

- Corporate Sponsorships
- Florida Council Membership
- Annual online fundraising campaigns (one in July and one in December)
- Give Days
- Legacy of Equality Society
- Equality Means Business
- Open Doors / Puertas Abiertas

Represent Equality Florida at Palm Beach events, including:

- Pride
- Community events
- Commission meetings and hearings
- Coalition gatherings
- Other relevant events

Assist other development leaders as needed from Palm Beach to Key West

Position Qualifications:

- Bachelor's degree or higher is preferred but exceptions will be considered for candidates with extensive fundraising experience
- A minimum of 2 years of experience in fundraising preferred.
- Proficiency in Excel, Word, Google Apps is preferred.
- Coalition-building and management experience is preferred.
- Candidates must be able to travel.
- Candidates must be highly organized, detail-oriented, and able to handle multiple projects simultaneously in a fast-paced environment.
- Candidates must also have excellent speaking and writing skills, computer proficiency, and strong verbal communication skills
- The successful candidate will have a demonstrated commitment to advancing Equality Florida's goals and objectives and to the organization.
- Applicant must currently live in or be willing to relocate to the Palm Beach area.
- Bilingual; Spanish preferred.

To Apply

[Please click here to complete our application form.](#)

Please address cover letters to Mark Puskarich.

Please note that we are not able to respond directly to every applicant. Should your qualifications match our requirements for the open position we will be in touch with you. If there is not a match, we will retain your materials for future reference.

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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