



## **Feeding South Florida - Miami-Dade County Philanthropy Manager**

**POSITION:** Miami-Dade County Philanthropy Manager (MDCPM)  
**DEPARTMENT:** Resource Development  
**REPORTS TO:** Director of Development  
**CLASSIFICATION:** Exempt, Full-Time  
**EXPERIENCE:** Mid-career

### **POSITION SUMMARY**

As a member of the fundraising, the MDCPM is responsible for increasing Feeding South Florida's (FSF) fundraising efforts through the growth, expansion and retention of corporate, foundation and individual donors in Miami-Dade County. The MDCPM is responsible for researching, identifying, cultivating, soliciting, and stewarding these donors. The MDCPM strengthens existing relationships, develops new ones, and establishes long-term partnerships that result in funding the immediate and long-term goals of FSF. The ideal candidate is knowledgeable about Miami-Dade County's unique landscape and has positive relationships with a variety of stakeholders.

### **JOB FUNCTIONS**

- Implement and manage a comprehensive development plan and proactive portfolio focused on expanding and enhancing corporate, foundation and individual relationships in Miami-Dade County.
- Meet revenue goals and specific measurable objectives, using appropriate strategies and timetables.
- Identify emerging business leadership and industry trends with a special emphasis on developing high value-exchange corporate alliances that support four and five figure philanthropic commitments to support the mission and goals of FSF.
- Maintain a rigorous corporate, foundation, and individual portfolio creating moves management plans related to them, compelling presentations and comprehensive fundraising proposals.
- Work closely with development team members to build awareness opportunities and giving incentives for corporations and corporate foundations, including event sponsorships, cause-marketing opportunities, and employee giving campaigns.
- Identifies, solicits and secures corporate gifts and special event sponsorships with the Community Engagement team.
- Initiate opportunities for the executive team to meet with highly engaged and supportive donors.
- Maintain high quality stewardship process for active donors, ensuring that stewardship and reporting requirements are met by maintaining detailed, current, and accurate records of solicitation activities and donor contact information
- Complete both internal and external reports accurately and in a timely manner.
- Represents FSF at various community events, often giving presentations and addressing a variety of stakeholders.

- Research, extract, and develop data analysis for targeted fundraising in Miami-Dade County.
- Engages the public as needed to create awareness and to educate the community about FSF.
- Performs other duties as necessary.

## QUALIFICATIONS

- Bachelor's degree from an accredited college or university. (CFRE preferred)
- At least three years of successful, nonprofit fundraising experience soliciting corporate and individual gifts.
- Demonstrated knowledge of cultivation, solicitation, and stewardship strategies and techniques.
- Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of corporations and foundations.
- Knowledge of AFP, BBB, and fundraising guidelines and policies.
- Vast knowledge of the Miami-Dade County community including the political landscape, key players, economic trends, and corporate developments.
- Excellent persuasive writing, interpersonal, networking, presentation, and negotiation skills to relate to large groups as well as individuals.
- Self-motivated, innovative, and can work with considerable independence within the context of an overall strategy, team environment, and a variety of stakeholders.
- Ability to handle a variety of projects in a fast-paced environment while maintaining accuracy and completion in a timely manner.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Highly literate in Microsoft Office Products (PowerPoint, Excel, Word, etc.) and CRM software (Raiser's Edge NXT preferred).
- Commitment and adherence to organization mission and values.
- Big picture mindset with innovative and creative vision, while maintaining strong organizational skills with attention to detail.
- Strong moral compass and deep commitment to the mission of Feeding South Florida.
- Certificate in planned giving, wealth management, and/or estate planning preferred.
- Must maintain a valid Florida Driver's License and have an insured personal vehicle.

## PHYSICAL DEMANDS & WORKING CONDITIONS

- This position works in a typical office setting. There may be extended periods of sitting, standing and/or bending; listening, talking and/or visual concentration; writing and/or computer use.
- After business hours and weekend work is required occasionally throughout the year.
- Frequent travel throughout tri-county areas using personal vehicle is required.
- Occasional same day, out of town travel for meeting, conferences and special events using personal vehicle and/or public transportation is required.
- Occasional overnight, out of town travel for meetings and conferences using public transportation is required.
- Involves activities in both office and warehouse environments with exposure to the climate and South Florida weather.
- The noise level in the work environment is usually moderate.

Interested and qualified candidates please email your resume, salary requirements, and fundraising portfolio to [careers@feedingsouthflorida.org](mailto:careers@feedingsouthflorida.org). No phone calls please.

### **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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