



## **Glam-A-THON - Business Development Director**

Glam-A-THON is hiring a skilled Business Development Director to coordinate event execution, community engagement, marketing and internal organizational processes. Self-starter will work from home under general supervision from our Board of Directors, the Business Development Director will assist in all functions related to sponsorships, planning, organizing, and marketing Glam-A-THON's charity events. Candidate will also prepare and manage Board meetings, as well as develop and cultivate sponsors, donors, and community relations. This position requires 40+ hours per week.

### Responsibilities

- Attend monthly Board Meetings – 2nd Tuesday of each month – 5p-8p – at Broward Health Medical Center
- Record meeting minutes and transcribe notes from meetings within 7 days after meetings
- Follow up by phone/email with vendors and sponsors to be sure agreements are signed and submitted
- Work with staff and volunteers on event day to ensure the event's success
- On site execution including set up and tear down (based on timing of internship)
- Take photos at Glam-A-THON events for use on Facebook, Twitter, Instagram, etc.
- Send photos to organization's Social Media Committee Chair
- Create and maintain meticulous Excel spreadsheets for all events
- Solicit for auction items and donations
- Must be capable of light to medium lifting and managing inventory in our storage unit in East Ft. Lauderdale
- Send group emails to Board
- Maintain event files and organization's laptop files
- Assist President and Committee Chairs when needed
- LinkedIn proficiency
- Other duties may be assigned as needed

### Skills and Specifications

- Strong written and verbal skills a must
- Must be a disciplined self-starter
- Must be capable of working independently and managing a home office
- Strong experience with MS Office, Power Point, Dropbox and Excel programs
- Excellent organizational skills
- Experience creating marketing materials a plus
- Creative and very detail oriented
- Outgoing personality
- 40 hours per week – will increase during September and October
- Non-profit experience a plus
- College educated a plus but not mandatory

- Social media skills an important aspect of the position
- 4-5 years Charity Management or comparable experience required

Salary based on experience. Candidate must provide 5 business refernces.

Please email resume and refences to [social@glam-a-thon.com](mailto:social@glam-a-thon.com)

#### **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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