



Jessica June Children's Cancer Foundation - Director of Special Events

This position involves a six-month (approximate) contract with potential for employment (full or part-time)

Requirements:

- Enthusiastic about raising funds for JJCCF's mission to assist families in crisis fighting childhood cancer
- Minimum two (2) years planning and executing non-profit fundraising events
- Excellent English communication skills (written, oral and proofreading)
- Software: Microsoft Outlook/ Excel/ Word. Familiarity with Constant Contact and Crowdfunding sites a plus
- Experienced with volume mailings (mail merge, labels)
- Social Media: Facebook and Instagram skills
- Outgoing, self-motivated, high-energy personality
- Ability to handle multiple tasks and meet deadlines under pressure with limited supervision
- Strong work ethic - committed to excellence with attention to details
- Flexible attitude – able to perform duties from bottom up and to wear several hats in a small organization a must
- Lifting and carrying items to/from office-storage-events
- Must own vehicle (miles driven are reimbursed according to standard mileage rates)

Lead Responsibility: 15TH Anniversary Gold Party on 6/1/19

- Planning/executing the event. Manage: silent auction (includes soliciting in-kind donations), fundraising contest (includes organizing candidates, accounting, online fundraising page set-up), ticketing/RSVPs, volunteers/committee members (support, motivate and guide), recognitions, venue (work with event production rep.), PR (calendar listings, website, social media, e-blasts), graphic art/printing (proofreading/approval), event timeline (with event production rep.), letters/mailings. Meet revenue goals. Event production is outsourced

Other Responsibilities:

- Assist and interact with benefiting families and Family Visiting Volunteers
- Office Operations
- Run miscellaneous errands (i.e. Post Office, purchasing grocery/gas gift cards)
- Office: prepare monthly tax receipts/thank you letters, respond to misc. inquiries, maintain storage unit

Work Hours: Monday-Friday, 9:00 am-5:30 pm. Nights and weekends as needed

Workplace Location(s): office space at Broward Health Foundation

Reports to: JJCCF President/CEO

Other: Background check, valid FL driver's license, competitive compensation + contract incentive if goals are met

To Apply: Resumes will not be reviewed without a cover letter. Cover letter must include description of nonprofit event fundraising experience, salary history and (3) references. Immediate availability needed. Email both resume and cover letter to info@jjccf.org

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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