



LifeNet4Families – Dining Services Assistant

POSITION TITLE: DINING SERVICES ASSISTANT
DEPARTMENT: DINING SERVICES
REPORTS TO: MANAGER, DINING SERVICES
CLASSIFICATION: NON-EXEMPT, FULL-TIME

The Dining Services Assistant is responsible for providing will manage relationships with current and prospective donors and identifying strategies to bring in additional funds.

RESPONSIBILITIES:

- Open front / back gates and client bathroom located outside.
- Fill water cooler and place in holder with cups.
- Distribute lunch bags to working clients.
- Assist with kitchen set-up (turn on oven, steamer and make coffee)
- Set up tables and chairs
- Turn on TV- Music station
- Prepare daily sign in sheets for daily count
- Respond to web inquiries and requests for volunteer information.
- Identify resources that may be useful for volunteer recruitment.
- Establish and cultivate relationships with community businesses and organizations willing to donate services.
- Manage and update donor database.
- Track philanthropic requests, pledges, and contributions.
- Send appropriate documentation to process credits to donors.
- Make presentations to donors and relevant community members/organizations.
- Assist with fundraising event planning and execution.
- Compose and upload website and social media content.
- Prepare media and volunteer recruitment materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings.
- Prepare mailing materials such as invitations, solicitations and newsletters, for dissemination.
- Handle other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in related area preferred
- At least 3 years supervisory and/or volunteer coordination experience
- Computer Proficiency: Word, Excel, Publisher, PowerPoint and Access
- Demonstrated ability to plan and organize concurrent activities.
- Previous experience with non-profit fundraising strongly preferred
- Experience working in deadline-driven environment.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.

- Bi-Lingual preferred.

Skills:

- Strong communication, relationship-building, organizational, interpersonal and problem-solving skills
- Computer proficient with emphasis on database management

LifeNet4Families
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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.

For future job postings, follow us on:

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