



NAMI Broward - Development Manager

Division/Department: Fundraising and Special Events

Location: NAMI Broward County, 4161 NW 5th Ave, Suite 203 Plantation, FL 33317

Job Title: Development Coordinator

Reports to: Executive Director

Salary: \$40,000.00/year

Type of position: Full time – 40 hrs. per week. This is a full-time position with occasional evening and weekend events.

GENERAL DESCRIPTION

NAMI Broward is currently seeking a passionate, energetic professional to join our team as Development Manager. This position will serve as a key member of the NAMI Broward leadership team and oversee fundraising activities, helping to grow sustainable revenue for the organization as it continues to address the mental health education and support needs in Broward County. The Development Manager will have the opportunity to build the development function by partnering with the Executive Director and Walk Manager. Successful NAMIWalks and other events are already established and a focus on individual giving is needed.

Key responsibilities include:

- Working closely with Executive Director, Walk Manager and Board of Directors to develop and maintain excellent relationships with donors and prospective donors.
- Working with NAMIWalks team captains and volunteers to locate business chairs and ambassadors.
- Securing financial support from individuals, foundations and corporations through cultivation, solicitation, and stewardship activities.
- Executing an annual fundraising plan with a focus on individual giving.
- Soliciting sponsorships for events and program support.
- Partnering with colleagues to enhance existing fundraising events and conduct prospect follow up activities after events.
- Representing NAMI Broward to the public and helping spread the message and mission.
- Collaborating with staff responsible for grant writing, data entry, and gift processing.
- Maintaining meticulous development records for the organization tracking donor activity and interests

Requirements:

The Development Manager reports to the Executive Director and works collaboratively with NAMI Broward walk manager, staff and volunteers. This role functions with a high degree of independence and will implement the assigned development functions.

- The ideal candidate will have a Bachelor's degree and 3+ years of work experience in fund development, non-profit organizations, or sales experience. CFRE or advanced degree is a plus.

Candidates should have an interest in and enthusiasm for improving the lives of all persons impacted by mental illness plus the following:

- Demonstrated excellence in building relationships with donors and colleagues
- Experience soliciting gifts and sponsorships
- Ability to maintain high level of discretion, confidentiality, and professionalism
- Demonstrated excellence in organizational skills, personal time management, and verbal and written communication skills
- Sense of humor and a desire to work in a team-oriented culture where a commitment to excellence is shared
- Knowledge of Microsoft Office and Constant Contact
- Use of social media to production of news releases
- Basic understanding of mental health and its challenges a plus

Workplace benefits:

- Collaborative and positive team environment
- Paid time off
- Paid professional development

We look forward to learning more about you!

To apply, please send cover letter, résumé and salary requirements to jobs@namiBroward.org by COB – June 25, 2019.

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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