



Pace Center for Girls - Development Director

Full-Time
Broward
Wilton Manors, FL, USA

Position Overview: Under the general direction of the Regional Executive Director, this position is responsible for providing coordination and support to properly execute local development and fundraising programs to maximize community networking, volunteer involvement, and promote the mission of Pace. Responsibilities include but are not limited to supporting major and planned giving solicitations, donor cultivation, community and social events, and grant development. The Development Director also supports the center development team, local board members and Pace Setters in their fundraising efforts.

Role and Responsibilities

Administrative Support

- Assists the Regional Executive Director and leads the center Development Team in disseminating information as it relates to the mission, philosophy, values, and principles of Pace
- Assists in the preparation of newsletters and calendars for internal staff and external publication
- Prepares press releases, oversees social media planning and local PR
- Assists in planning annual meetings, board meetings, strategic planning sessions, luncheons, and point of entry tours
- Compiles and prepares special reports and documents as directed
- Proofreads reports and written documents for accuracy

Development Responsibilities

- Assists in creating an annual development plan, including revenue and expense targets, specific donor cultivation opportunities, and timelines to meet the objectives of the plan
- Develops gift proposals for local individuals, corporations, and foundations
- Attends community networking events and builds partnerships on behalf of Pace with local foundations, corporations, and private donors
- Provides support to Pace Setters and board members in their recruitment and cultivation activities by providing requested materials, information, and assistance
- Manages local event logistics and execution and supports third-party fundraising efforts
- Assists in prospect identification and preparation for the Regional Executive Director's prospect meetings
- Oversees the maintenance of appropriate donor communications with local constituents

(i.e., newsletter, website updates, email blasts, etc.)

- Executes proper donor recognition at the local level and manages personal acknowledgment process for the Regional Executive Director
- Maintains the local donor information system and makes updates as appropriate and as directed
- Fulfills role as part of the account management system, as needed
- Ensures the center website is accurate
- Coordinates the Raiser's Edge functionality with the National Office

Board Support

- Provides administrative and fundraising support to the Board of Directors and standing committees of the Board, including technical advice, timely information, and guidance concerning trends, new developments in the charitable/non-profit sector, and specific donor strategies
- Provides support in board engagement and recruitment
- Attends board and/or committee meetings (may record minutes as required).

Management

- Leads and provides direction and support to the Development Manager and Development Coordinator
- Hire, trains, supervises and evaluates center Development Team on an on-going basis
- Conducts new employee orientation; plans and conducts formal and informal supervision
- Supervises and manages interns, if applicable
- Coordinates volunteer training schedules; trains volunteers on duties within program

Supervisory Responsibility: Carries out supervisory responsibilities in accordance with agency policies and applicable laws.

Qualifications and Education

Required

- Bachelor's Degree from four-year College or University, with a major in public relations, finance, business, public administration, or related field, or equivalent experience
- A minimum of five years of experience coordinating fundraising and development events
- A minimum of two years of managerial experience
- Experience with cultivating donors and building stakeholder and foundational relationships within the Broward County community
- Knowledge of planned giving, special events, major gifts and direct mail
- Knowledge in public relations strategies, including the development of literature, media, press releases, and other communication tools
- Current Florida driver's license

Preferred

- Master's Degree in related field preferred. University, education, or similar non-profit background

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

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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