



SOS Children's Village - Donor Relations and Social Media Administrator

Make a Difference, Influence Your Community, Learn and Grow

The Opportunity: The Donor Relations and Social Media Administrator is a key member of the development team, helping to maintain strong relationships with SOS supporters and promoting the SOS mission through social media.

Major responsibilities include:

- Manage the development database, ensuring its accuracy and currency by timely data entry
- Produce income/expense and donor reports
- Manage social media platforms (Facebook, Instagram and LinkedIn) by creating relevant content to broaden awareness and strengthen affinity with SOS
- Help to create the social media plan, including ongoing investigation of new platforms
- Manage donor contacts to ensure that invitations, thank you notes, and other relevant communications are professional and timely.
- Represent SOS Children's Village at selected Community Events

Skills and Experience:

- Excellent organization skills, with ability to prioritize, multi-task, take initiative and be attentive to details.
- Experience with CRM systems, including data and reporting requirements
- Strong written communication skills with an ability to develop unique approaches that create emotional connections
- Experience with major social media platforms: Facebook, Twitter, Instagram
- Self-starter, able to work independently
- Ability to work some weekends and evenings with reliable personal transportation
- Bachelor's Degree
- Adherence to SOS values of honesty and integrity, respect and dignity, open communication, accountability, teamwork, and being positive role models.

[Click here to apply](#)

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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