



## **SOS Children's Villages Florida - Development Coordinator**

### **SUMMARY**

Experience our "Mission in Motion" by joining the team at SOS Children's Villages Florida. We are currently seeking a Development Coordinator to work as part of the fundraising and special events team. The Development Coordinator will perform a combination of administrative and community outreach duties related to fundraising, marketing and special events. This individual will work closely with the Development team, headed by the Vice President of Development, to advance the mission of SOS by accomplishing the targets of the development department.

Our candidate should have the flexibility to work some nights and weekends; have own reliable transportation; and believe in passionately enjoying one's work while upholding a strong work ethic centered around the belief that excellence is a habit.

SOS Children's Village a unique residential foster care community in Broward County with the focus of keeping sibling groups together.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Promote the mission of SOS Children's Villages Florida
2. Ability to be creative, innovative, diplomatic, and maintain a sense of humor.
3. Serve as the department team support for all development activities to include representing SOS Children's Villages at community events; identify and attend local community events to promote engagement and awareness of SOS Children's Villages.
4. Assist with writing and getting media releases out to various media outlets.
5. Identify relevant agency information and activities for social media and disseminate information via various social media outlets.
6. Responsible for all data entry and report management through Salesforce.
7. On an ongoing basis work with Development team to ensure that contact information in Salesforce is current with emphasis on our top 100 donors
8. Work with each team member to ensure timely follow up on post event/donation communication; and birthday recognitions.
9. Attend community and recruitment events designed to bring further awareness of the agency and engage Run/Walk teams as needed.
10. Secure in kind donations for event participant fundraising incentives and other items to offset expenses for special events.
11. Conduct research as needed to help us being able understand industry best practices, event trends, and community engagement.
12. Serve as the liaison for third-party events.

## **EDUCATION AND EXPERIENCE**

- Bachelor's Degree
- Excellent organizational skills with ability to prioritize; multi-task; take initiative; and be attentive to detail.
- Minimum of one-year experience with organizing special events or working in a nonprofit environment
- Experience with CRM systems targeted towards a non-profit environment. Salesforce experience a plus.
- Ability to manage social media platforms: Facebook, Twitter, Instagram.
- Strong written communication skills
- Ability to work independently on assigned tasks, as well as to accept direction on given assignments.

Applicants can apply via this link <https://sosflorida.recruiting.com/development-coordinator/job/8381093> or by sending an email to [jobs@sosflorida.com](mailto:jobs@sosflorida.com) and ensure that within the subject line it states "Development Coordinator".

### **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:

Facebook.com/StrategicPhilanthropy

Twitter: @StratPhil