

Pediatric Oncology Support Team

Working collaboratively with the CEO, Board of Directors, team members and key volunteers, the successful candidate will build a development program to integrate the organization's priorities into all aspects of cultivating, soliciting and stewarding donors with the ultimate goal of maximizing financial support. This comprehensive donor-centric program will meet the budgeted the organization's income goals. The strategies will include but are not limited to major and individual gifts, foundation grants, corporate sponsorship, and events to successfully meet annual fundraising goals.

POSITION OVERVIEW: *The POST Development Specialist provides assistance for all fundraising activities including the management of donor database, periodic communication & acknowledgements with donors/supporters, reconciliation with finance, and the maintenance and updating of grant files. Assists in the planning and execution of special events; assists in the management of website and social media accounts. This position also works closely with volunteers, donors, and committee members.*

REQUIRED QUALIFICATIONS

EDUCATION

Associates degree in related field; experience may be substituted for degree requirement.

EXPERIENCE

A minimum of three (3) years' experience with CRM Donor Software System and nonprofit fundraising are required.

KNOWLEDGE AND ABILITIES:

- Broad base of knowledge and skills related to donor cultivation
- Experience within Healthcare or comparable environment within the philanthropic landscape in South Florida.
- Working knowledge of relevant regulations and laws pertaining to philanthropy and HIPAA.
- Ability to travel locally and regionally and must possess a valid Florida Driver's License and automobile insurance.
- Proficient in CRM Software System.
- Ability to run various analytical reports on various donations, appeals, & campaigns.
- Supervise donor acknowledgement and other communication vehicles with The organization supporters.
- Supervise social media posts on POST's activities on an on-going basis.
- Proficient in Microsoft Software applications (Word, Excel, PowerPoint).
- Proficient in Microsoft Outlook and Internet research.
- Able to remain focused in a highly dynamic environment.
- Able to multi-task, effectively prioritize assignments, and meet deadlines.
- Able to establish and maintain positive interpersonal relationships with all levels of staff, volunteers, and donors.
- Excellent time management, organizational, and coordination skills.
- Highly organized.
- Able to work independently with minimal supervision.

- Able to remain calm and function effectively in a stressful environment.
- Able to work a flexible schedule and adapt to a changing environment.
- Able to handle sensitive and confidential information in a professional manner.

JOB RESPONSIBILITIES

Success in the position requires excellence in the following areas:

- In partnership with the CEO, build, create and provide leadership and vision in the development and implementation of a comprehensive strategic fundraising program that prioritizes donor retention, stewardship, and relationship building to a diverse donor base
- Play an active role in the process of analyzing fundraising potential, setting objectives and achieving stated goals
- Solicit gifts from individuals, foundations, and corporations
- Develop a pipeline of individual and corporate prospects and sponsors
- Manage the organizations preparation, review, and submission of grant proposals and reports.
- Set and achieve goals in support of the fundraising strategy, and hold self-accountable for these results.
- Create office systems to support all processes and procedures for achieving fundraising goals.
- Ensure the timely acknowledgement of donor's gifts.
- Strong working knowledge of computer software systems, donor software and accounting programs.
- Strong working knowledge of grants management and tracking software
- Build relationships to strengthen the image and reputation of the organization
- Organize and address public gatherings; and, conduct meetings of volunteers and donors designed to identify prospective donors and advance the mission of the organization.
- Publicly represent the organization with external constituency groups including community, governmental, and private organizations, and build excitement for the organization's mission and strategy.
- Ability to establish and maintain strong effective working relationships with organization staff, board members, volunteers, community groups, media and other related agencies

Administrative

- Maintains CRM database by updating donor records information and daily gifts processing.
- Generates appropriate gift acknowledgment and correspondence for donors within 48 hours of receipt of gift.
- Makes thank you calls to donors; extends invitations to tour POST.
- Processes completed in-kind donation receipt forms and provides additional acknowledgment as necessary.
- Sends E-Newsletters and other communications to our donor base.
- Knowledge of fundraiser software systems and creation of reports.
- Assists in the identification, cultivation, and solicitation of support from individuals, foundations, and corporations.
- Generates reports from CRM system as needed by CEO.
- Provides administrative and sales support to event committees.
- Maintains and updates donors' e-mail addresses, mailing addresses, and phone numbers.
- Maintains and updates grant files.

Marketing

- Assists in the execution and planning of special events; supports event committees.
- Designs and coordinates collateral material needed to promote the mission or fundraising needs of POST, including newsletters, brochures, flyers, and invitations for e-mailing, as well as hard copies; works with printers and designers on projects; ensures deadlines are met.
- Writes appeal letters and articles for newsletter.
- Ongoing updating of the organization website, Facebook, and blog.
- Assists with the various sponsor and/or donor recognition programs at the organization, as well as at our special events.
- Represents the organization professionally through community outreach and tours.

ADDITIONAL INFORMATION

- Strong communication skills, both written and verbal are required.
- The ability to maintain strong relationships with donors and benefactors is essential.
- Knowledge of fundraising and fundraising systems is vital.
- Special events planning and execution experience as well as experience working with volunteers.

To apply, please send resume to babernathy@postfl.org.