

Development Specialist
Pediatric Oncology Support Group (POST)

Our Development Specialist works to secure funding and sponsorships to increase POST's revenue. This individual will develop fundraising plans, maintain and facilitate donor relationships and securing new ones, advance our initiatives through actively seeking partners, coordinate with various business partners and organize fundraising events. This person will plan ways to increase brand awareness and funding.

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.

EXPERIENCE

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

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

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.