



TITLE **Brookwood Florida Development Administrator**

GENERAL DESCRIPTION:

Assists Development Department staff with fund development activities

RESPONSIBILITIES:

- Assist with cultivation and recognition of donors, maintaining timely acknowledgements
- Assist with scheduling and presentation of speaking engagements and agency tours
- Maintain operation of fund-raising software system, including the generation of monthly reports of donor and event information
- Assist with the creation and coordination in (e)mailing of all annual appeal letters and campaigns
- Assist with creation and distribution of holiday gift solicitation appeals
- Prepare and coordinate email marketing of Spring and Fall newsletters via Mail Chimp or Constant Contact
- Oversee agency's print and social media marketing materials (i.e., brochures, web site, Facebook page)
- Interface with members of the Board of Directors' special events/development-related committees and support of special events
- Help plan, organize, coordinate, and support special events
- Maintain ethical standards regarding donors, agency confidentiality and fund-raising techniques
- Protect client privacy and avoid any exposure which might appear to be exploitation and/or breach of confidentiality

SKILLS/ABILITIES:

- Ability to communicate in written and verbal formats
- Ability to prioritize workloads and use effective problem-solving techniques
- Ability to develop various reports and analyze data
- Ability to work independently while contributing to a team effort
- Ability to establish and maintain effective working relationships with others
- Ability to work well with volunteers
- Knowledge of computer skills (Microsoft) and database base management for fund development and business operations
- Eligible to work with children/youth as required by Florida statutes.
- Maintain a strict sense of confidentiality
- Previous non-profit administration experience preferred

BENEFITS:

After 90 days excellent benefits include:

Medical, Dental, Vision Insurance
Life Insurance (company paid)
Paid Leave (PTO)
Aflac Available
401K with 4% match available after a year

Salary Range: \$33,000 - \$35,000

For more information please contact:
Cheryl Small
csmall@brookwoodflorida.org