



JOB POSTING

Date: 1/21/22

Date position will be available: Immediately

Position Title: Development & Communications Manager

Reports to: This position reports to the President & CEO

Salary: This is a part-time position with up to 20 hours per week. Salary range between \$18-\$20 per hour based on experience. No other benefits.

Days/Hours: M-F 9:00am-5:00pm. Evenings and weekends may be required based on the needs of the organization.

Workplace Location(s): Home Office, Main Office in downtown Fort Lauderdale, and some travel throughout the Tri-County, when necessary.

Voices for Children of Broward County (“Voices”) mission is to ensure that every abused, neglected and abandoned child in Broward County has a court-appointed Guardian ad Litem and that financial resources are available for each child’s accompanying health, educational, and social needs. To accomplish this mission, Voices collaborates with the 17th Judicial Circuit Guardian ad Litem Program and the 17th Judicial Circuit Dependency Court Division to serve children who have an open and active dependency court case to meet each of their essential needs during this transitional period and to give them a voice throughout the entire court proceedings by working with the appointed volunteer Guardian ad Litem. Our programs provide these children with someone who makes them feel normal, safe, and cared about and removes barriers so these children can have a happy normal childhood.

Position Summary:

The Development & Communications Manager is a new role on the Voices team and will be responsible for planning, organizing, and overseeing all fundraising and external communications activities. This role is both strategic and tactical, requiring the ability to think big while minding all the details. The Development & Communications Manager must be a great relationship-builder and a savvy project manager who is comfortable setting up systems and juggling multiple projects, creatively connecting the dots between fundraising, communications, and programming.

The ideal candidate is a self-starter, quick learner, enthusiastic about working with children in the foster care system, and an accountable team collaborator. The Development & Communications Manager is a creative professional who is expected to both take direction, and initiate and steward work product. The Development & Communications Manager will be expected to work closely with the President & CEO at the downtown home office as well as remotely and may be responsible for managing volunteers and/or interns to support development and communication efforts.

Position Responsibilities Include:

Database Management and Gift Processing (25%/ 5hours per week):

- Perform all data entry (donor information, donation and prospects).
- Perform regular database maintenance and clean-up projects to ensure data integrity and accessibility.
- Run reports and mailing lists.
- Ensure regular communication with all donors; send acknowledgment letters and thank you notes in a timely manner; and track all communications using Bloomerang.
- Log in all gifts in log system.
- Integrate and manage email addresses.
- Serving as liaison to vendors such as mail-houses, wealth screening, or address update services.
- Develop and maintain policies and procedures for data entry.
- Manage existing codes and tables and adding new ones as strategies dictate.
- Maintain users and security settings for the system.
- Make recommendations for information systems as appropriate.

Fundraising, Special Events, In-Kind Donation Drives (30%/ 6 hours per week)

- Develop, execute, and manage a monthly giving program.
- Lead social fundraising efforts across existing platforms including Facebook, Instagram, etc.
- Lead and coordinate all fundraising events (in-house and 3rd party events) including: Soaring for Children and All You Need is Love Donor.
- Lead and manage solicitation and recognition for silent auction procurement.
- Partner with the Vice President of Programs to collaborate for in-kind donation drives.

Communications (15%/ 3 hours per week)

- Contribute content and produce materials for Voices' website, newsletter, brochures, 1-pagers, letters to supporters, annual report, and other materials.
- Solicit, compile, and produce stories for monthly newsletter and post relevant stories on website.
- Generate, edit, publish and share daily social media content.
- Assist with the graphic design of all collateral materials.
- Participate in a range of external facing activities- such as, site visits, connect with other agencies and partners about our work, and represent Voices in some forums.

General Administrative Support (15%/ 3 hours per week)

- Follow-up on phone calls, emails, fulfilling requests for information
- Assist in coordination of the President & CEO calendar for scheduling with donors, partners, and community stakeholders.
- Perform other administrative support as needed under the direction of the President & CEO.

Other (15%/ 3 hours per week)

- Represent the organization in an enthusiastic and professional manner in the community and with a demonstrated commitment to Voices mission.
- Participate in staff meetings, keeping staff colleagues up to date on fundraising efforts.
- Participate in Program Days, such as Back-to-School, Disney, Holiday Workshop, etc.
- Perform other miscellaneous tasks as needed under the direction of the President & CEO.

Education, Experience, and Skills

The successful candidate will possess the following assets and attributes:

- At least two to three years of experience working in a nonprofit organization, preferably in fundraising and/or communications role.
- Prior experience with database systems is required.
- Demonstrable experience in social media marketing.
- Strong attention to details.
- Excellent written and verbal communication skills.
- High levels of discretion, sensitivity, and good judgment.
- Highly collaborative style.
- Able to attend morning, evening, and weekend events/meetings outside of normal office hours.
- Ability to perform tasks that involve exertion of physical activity which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight.
- Ability to work a flexible work schedule, that includes long hours, evenings, and weekends.
- Commitment to and understanding of Voices mission, vision and core values.
- Proficiency with Microsoft Word, Excel, PowerPoint, and other organizational software programs.
- Must successfully pass a national, criminal background check.
- Employee must have a reliable vehicle, and maintain a valid Florida State driver's license with a satisfactory driving record and eligibility for coverage under any applicable agency insurance.

The employee holding this position must be able to perform the essential functions of the position with or without reasonable accommodation. This job description is intended to describe the nature and level of work performed in this position. It is not an exhaustive list of all responsibilities and duties required and management may assign or reassign duties and responsibilities at any time.

To Apply: Submit a resume and cover letter briefly describing your experience in reference to the qualifications by e-mail to info@voicesbroward.org. **No phone calls please.**

Voices for Children of Broward County is committed to providing a work environment free of discrimination and harassment. Voices for Children of Broward County does not discriminate against employees, applicants, or volunteers, by reason of gender, race, religion, age, sexual orientation or identify, pregnancy, marital status, disability, veteran or military reserve status, immigration status, or language spoken or on the basis of any other characteristic protected by federal, state or local law. Applicants with disabilities who may need accommodations are encouraged to contact us five days prior to scheduled interview, so that reasonable accommodations may be coordinated.