

DEVELOPMENT COORDINATOR

RESPONSIBLE TO: Executive Director

STATUS: Full-Time, Exempt

SCOPE: Responsible for managing events and creating a comprehensive fundraising plan for NAMI Palm Beach County. The Development Coordinator will report directly to the Executive Director and will represent NAMI Palm Beach County in the community, presenting a positive image, having passion for the mission, diplomacy, discretion, and knowledge of recovery of individuals living with mental illness. The Development Coordinator will also work collaboratively and cooperatively with all staff and volunteers.

ESSENTIAL FUNCTIONS:

- Develops and executes NAMI Palm Beach County's annual fundraising plan to increase individual, business, and corporate contributions
- Identifies, quantifies, cultivates, solicits and stewards sponsors for fundraising events
- Utilizes volunteers and builds volunteer support networks for identified events and fundraising projects
- Manages the implementation of database and performs data entry and gift processing
- Develops and maintains ongoing relationships with corporate contributors, businesses, and major donors
- Oversees organization and implementation of special events including NAMIWalks, the Annual Luncheon, Destination Dinner, and the Great Give, ensuring revenue goals are met
- Develops content for social media and press around events
- Plans and coordinates all aspects of fundraising in conjunction with Executive Director and Finance and Fundraising committee

KNOWLEDGE AND SKILLS:

BS or BA Degree or equivalent years work experience

Excellent interpersonal skills and skills in developing and maintaining relationships

Excellent verbal and written communication skills

Social media knowledge to include Facebook, Twitter, Constant Contact, and other venues to reach the public

Advanced skills in Microsoft Word, Excel Spreadsheets, and PowerPoint

Ability to work independently with little supervision

Strong problem-solving and organizational skills

Valid Florida Driver's License with acceptable driving record with insurance and ability to travel around County

Interested individuals should send their resume and a cover letter that includes salary requirements to marshamartino@namipbc.org