

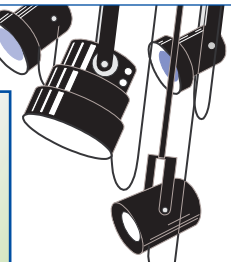
## Board Member Spotlight

This month's "Board Member Spotlight" is on the AFP Palm Beach County *Treasurer*. A job description of each board member's duties will be included in monthly issues of the "Review" in order to familiarize other members who would like to have the opportunity to serve on the board. Please review the job descriptions each month and consider serving on the board next year.

### TREASURER

- 1) Get new officers to sign Bank of America signature cards for checking and money market funds and change address for the bank statement.
- 2) Ongoing responsibilities:
  - Reconcile monthly bank statement with checkbook
  - Write checks for invoices - verify that tax is not charged. (Provide tax exempt certificate as needed)
  - Make bank deposits as needed (membership dues, events, etc.)
  - File State of Florida Nonprofit Corporation Annual Report by May 1st, copy to President for "Official Documents" binder
  - File Federal 990EZ by May 15th, copy to President for "Official Documents" binder
  - Provide year-end financial report (three year comparison), and help determine next year's budget
  - Prepare budget for year ahead and present to Board in February
  - Do a mid-year and yearend report comparing proposed budget to actual
  - Determine and invoice non-member employment advertisers (\$25 per ad) in monthly newsletter
  - Bill for yearly luncheons upon request
  - Provide President with copies of all bank statements on a monthly basis
- 3) At board meetings:
  - Report checkbook balance
  - Hand out copies of financial statement
  - Write a check to restaurant for break-
- 4) In preparation for monthly lunch meetings:
  - Make sure there are enough receipts (dated and signed by treasurer)
  - Make sure to have change (\$1 and \$10 bills)
- 5) At the lunch meetings:
  - Arrive around 11:45 a.m.
  - Check off attendees as they arrive and pay for lunch (\$23 members /\$30 guests)
  - Provide receipt for individuals requesting one
  - Refer non-members to Membership Chair to get information
  - Get a copy of food bill, verify number of attendees and dollar amount and write check
  - Make bank deposit
  - Bill any "no-show"
  - Make contribution(s) for speaker(s)
  - Count cash and have verified and signed by another board member.
- 6) Year-end transfer to new treasurer:
  - Checkbook
  - Bank deposit slips, deposit stamp and stamp pad
  - Extra checks
  - Bank statements (for current and past years)
  - Past financial history that includes audit, government reports, financial reports, deposits, expenses, and

fast (include tip),



Roseanne Sanchez currently serves as the Treasurer of the AFP PBC Board.

- financial information on August membership party, National Philanthropy Day, First Course, and Survey Course/CFRE exam
- Copy of current and previous audits
  - Disc with all financial information on Quicken
- 7) Audit
- Arrange with board directors to identify, if possible, donated audit services
  - Provide auditor with all required information including checkbook, bank statements, treasurer,s monthly report, board minutes, etc.
  - Answer all questions posed by auditor
  - Upon conclusion of audit, provide board directors with a copy and answer any questions they may have
  - Provide copy for president to include in "Official Documents" 3-ring binder

*(Some treasurer duties may be eliminated in 2006.)*

***Don't forget the Summer Social!***  
***(There will be no monthly meeting in August.)***

***Thursday, August 25 from 5:30 -7:30 PM at***

***Ta-Boó Restaurant on Worth Ave. in Palm Beach.***  
***There will be two drink tickets for the wine tasting & hors d'oeuvres.***  
***The cost is \$27 per person and if you bring a potential new MEMBER he or she gets in for free.***  
***There will be door prizes and complimentary valet parking.***  
***To make a reservation e-mail [hudsonmp@bellsouth.net](mailto:hudsonmp@bellsouth.net) or call 561-585-0895.***

# President's Message

## Lobbying Efforts Save the Fax

President Bush signed into law legislation that created an exemption to the Do-Not-Fax provision of the Junk Fax Prevention Act. Under the new rules developed by the FCC, any faxes sent after January 9, 2006 would have required written consent in advance from the recipient. That would have created an undo hardship on charities trying to use this as a routine means of communication with donors, members and volunteers. You must still obtain the fax number from the recipient or from a public source to which the recipient gave the number for publication (directory, website) and it will also grandfather in any numbers in possession of the sender at the time of enactment (1/6/06). Credit for the passage of the bill goes to the tremendous lobbying efforts of AFP – you can make a difference!

Don't forget about the pending legislation regarding the changes to the non-cash charitable deductions. Log on to the AFP website at [afpnet.org](http://afpnet.org) and go to the Public Policy tab for more information. There is more information on these issues and a sample letter to send to your congressman.

## CFRE to Begin Computer Based Testing

The written exam for the Certified Fundraising Executive credential will be available via computer-based testing beginning in 2006. This will dramatically increase availability of the exam to candidates and also offer immediate scoring. CFRE International has partnered with Thompson-Prometric who will offer the exam at over 300 testing sites nationwide with some in our local area. The exam will be offered four times a year over three-week time blocks called "testing windows". Test sites will be opened Monday through Friday with most sites opened on evenings and Saturdays. Candidates will also receive preliminary results on their success before they leave the testing center – no more weeks of anticipation! A complete FAQ section is available on the [CFRE.org](http://CFRE.org) website. With 72 test dates offered locally next year (including night and weekend hours) there are no more excuses not to get your CFRE.

## It's Your Turn to Talk – August 25 ~ 5:30-7:30 p.m.

One of the tasks I hate the most is starting the business portion of our monthly luncheon meetings. Everyone is socializing and having a great time catching up with friends and colleagues they don't have a chance to see on a daily basis. The Summer Social at Ta-boó Restaurant is your chance to spend the entire evening catching up without interruption (okay maybe a few door prizes....). Space is limited so RSVP to our Social Chair, Margaret Hudson today – [hudsonmp@bell-south.net](mailto:hudsonmp@bell-south.net) or (561) 585-0895. See you at Ta-boó!

Respectfully,

*Suzanne*

Suzanne P. Cabrera, CFRE



## Mark Your Calendars!!!

### 20<sup>TH</sup> ANNUAL PHILANTHROPY AWARDS LUNCHEON

### TUESDAY, NOVEMBER 22

### Ritz-Carlton

### *Have you submitted your nominations for Chapter Philanthropy Awards?*

Each year AFP Palm Beach County Chapter members recognize individuals and organizations in our community who have made a significant contribution through time, talent and treasure to help local non-profit organizations.

- ☆ OUTSTANDING PHILANTHROPIST
- ☆ OUTSTANDING VOLUNTEER FUNDRAISER
- ☆ OUTSTANDING PHILANTHROPIC ORGANIZATION
- ☆ OUTSTANDING PHILANTHROPIC FOUNDATION

The deadline to submit nomination forms is AUGUST 12, 2005. Nomination forms are available at [afppbc.org](http://afppbc.org) or may be requested by sending an e-mail to Stanton Collemer [atscollemer@phfpbc.org](mailto:atscollemer@phfpbc.org).

## THURSDAY, SEPTEMBER 15, 2005 "VISION FOR SCRIPPS FLORIDA"

Dr. Harry Orf, *Vice President of Scientific Operations and Professor of Chemistry*

Will Ray, PhD, *Vice President, External Affairs*

Barbara Suflas Noble, *Manager, Development Operations*

Come join us for an informative presentation on the uniqueness of Scripps and how it will revolutionize the education, public health, and economy (including philanthropy) of Palm Beach County.

## Many Thanks to July Sponsor Joe Hubicki, Founder of "Never Alone"

Never Alone is a non-profit corporation that provides low income seniors with High Tech devices that keeps them living independently in their own homes. The company is headquartered in West Palm Beach. To learn more about these high tech devices call toll free 1-866-458-3333 or contact Joe at 6342 Forest Hill Blvd. PMB 300, West Palm Beach, FL 33415 or at [www.neveralonecharity.com](http://www.neveralonecharity.com).



## Palm Beach County Chapter Board of Directors

<b>PRESIDENT</b> <b>Suzanne Cabrera, CFRE</b> The Lord's Place, Inc.	561-494-0125 ext. 137 scabrera@thelordsplace.org
<b>PRESIDENT-ELECT</b> <b>Stanton F. Collemer</b> Palm Healthcare Foundation	561-833-6333 scollemer@palmhealthcarefoundation.org
<b>SECRETARY</b> <b>Lorie Stinson</b> South Florida Fair and Exposition	561-790-5245 lorie@southfloridafair.com
<b>TREASURER</b> <b>Rosanne Sanchez, CFRE</b> Alzheimers Community Care	561-683-2700 rsanchez@alzcare.org
<b>VICE-PRESIDENT— PROGRAMS</b> <b>Marie A. Bloom Deckert, CFRE</b> Bascome Palmer Eye Institute	561-515-1527 mbloom@miami.edu
<b>VICE-PRESIDENT— MEMBERSHIP</b> <b>Donna Ghioto</b> Success Marketing & Consulting	cell 561-602-3726 dghioto@adelphia.net
<b>AFP FOUNDATION CHAIR</b> <b>Leah Miles</b> Ballet Florida	561-659-1212 ext. 26 leahmiles@balletflorida.com
<b>CHAPTER SERVICES CHAIR</b> <b>Stacey A. Guzas</b> Renaissance Institute	561-241-7977 sguzas@renaissanceinstitute.net
<b>MEMBER SOCIAL CHAIR</b> <b>Margaret P. Hudson</b> At Home Safe Foundation	561-433-0060 mhudson@tcphs.org
<b>FLORIDA CONFERENCE CHAIR</b> <b>Joanne Towner, CFRE</b> Easter Seals Florida	561-471-1688 jtowner@fl.easterseals.com
<b>MENTORING CHAIR</b> <b>Jan Rodusky</b> Palm Healthcare Foundation	561-833-6333 jrodusky@palmhealthcarefoundation.org
<b>NORTH COUNTY LIAISON</b> <b>Faith Popick</b>	561-964-9876 faithwp@bellsouth.net
<b>NPD CHAIR</b> <b>Terry Lee Kaly</b> Harris Bank	561-366-4211 Terrylee.kaly@harrisbank.com
<b>NEWSLETTER CHAIR</b> <b>Sandy Thomas</b> KidSanctuary, Inc.	561-818-9251 thomasart@adelphia.net
<b>PUBLIC RELATIONS CHAIR</b> <b>Suellen Mann, CFRE</b> Jupiter Medical Center Foundation	561-745-5728 smann@jupitermed.com
<b>SPONSORSHIP CHAIR</b> <b>Dianne Reeves</b> Florida Atlantic University, John D. McArthur Campus	561-799-8665 dreeves@fau.edu
<b>SCHOLARSHIP CHAIR</b> <b>Kathleen Emmett, CFRE</b> Hospice Palm Beach County, Inc.	561-273-2259 kemmett@hpbc.com
<b>WEBSITE CHAIR (JOB BANK)</b> <b>Martie Henry</b> Balistreri Realty	561-886-3700 4FloridaHomes@bellsouth
<b>GOVERNMENT RELATIONS</b> <b>Suzanne Foley</b> Legal Aid Society of Palm Beach County	561-655-8944 ext. 279 sfoley@legalaiddpbc.org
<b>IMMEDIATE PAST PRESIDENT</b> <b>Roxanne Jacobs, CFRE</b> Palm Beach Hab Center	561-965-8500 rjacobs@pbhab.com
<b>SOUTH/NORTH COUNTY LIAISON</b> <b>Michael Lichtenstein</b> Atlantic Capital Management of Florida, Inc.	561-686-6844 mnl_acm@hotmail.com

## Terrie On Nonprofits®

LIMIT RECOGNITION! THERE ARE TIMES!

August 2005

**Q:** *I am doing the newsletter for our organization and we will be recognizing donors. We have identified a number of giving levels ranging from "Patrons" at \$10 - \$99 to "Cornerstone" at \$30,000 and above. My question is, in giving recognition, should the people who bought \$85 tickets to a fundraiser be counted as Patrons? What about the people who bid on items at the silent auction? There were some that paid as much as \$700. Should they be recognized? If so, at what level should they be recognized since they received something for their money?*

**A:** This is actually a question for your board. If you don't already have donor recognition policies the development of such policies should be a priority. They will help ensure that everyone is thanked in an appropriate, fair and timely manner. Put the topic on the agenda for the next board meeting or convene a task force to draft policies that can be brought back to the board for discussion and ultimate approval.

There are a number of factors the board might consider. First, there is nothing wrong with saying thank you publicly for any show of support a community member might extend. However, as you indicated, the group that attended the fundraiser got something in return for their money. Certainly, some that make cash donations of \$85 might resent seeing the same recognition they receive being bestowed on others that partied away their \$85. Still, your Patron category starts at merely \$10. If the donation portion of your \$85 ticket exceeds that amount an argument could be made "and I guarantee that some of the attendees at your fundraiser will argue this way" that such individuals are entitled to recognition at the level of their donation, in this case making them Patrons.

One solution is to add another category of recognition for those that have supported your organization through their participation in special events. Another is to increase the minimum for your basic support level.

The silent auction is a similar issue, but in some ways it is probably less of a concern and in others it is far more. It is less of a concern since the reality, as I've shared in this column previously, is that rarely do people bid above fair market value. Therefore, there is no donation of which to speak. However, it is potentially more of a concern because someone who spends \$700 will typically want recognition whether or not s/he received goods or services in return.

This is not a question with an easy answer. However, at a time where everyone is talking about boards taking on meaningful work, this is an appropriate challenge.

Terrie Temkin, Ph.D. is an internationally recognized governance and planning expert. She is president of NonProfit Management Solutions, Inc., a principal in CoreStrategies for Nonprofits, Inc., and a longtime member of AFP.

Contact her at [terriet@nonprofitmanagementsolutions.com](mailto:terriet@nonprofitmanagementsolutions.com)  
954-985-9489, or 866-985-9489.

# Visit the AFP website at [www.afppbc.org](http://www.afppbc.org) for current AFP Job Bank Listings

**NOTE TO EMPLOYERS AND JOB SEEKERS:** This column will continue to be published as a free service to our AFP members and member agencies. There is a nominal charge of \$25 per listing to non-AFP members and member agencies. Please contact Job Bank Chair and Board Member, Martie Henry at 561-886-3720 or e-mail her at [MartieHenry@4FloridaHomes.com](mailto:MartieHenry@4FloridaHomes.com). Text may be edited due to space constraints. Jobs are listed in the newsletter and on the web site.

## **GIFT OF LIFE BONE MARROW FOUNDATION**

### *Director of Development*

The Gift of Life Bone Marrow Foundation facilitates transplants for patients around the world suffering from life-threatening illnesses by increasing the representation of Jewish people in the bone marrow donor pool. Started in 1991, it is today among the world's most efficient registries. They have recruited 150,000 marrow/stem cell donors and facilitated 1,000 transplants since its inception. Gift of Life expects to facilitate 100 transplants in 2005 alone.

The Director of Development will be the chief fundraiser responsible for leading and growing development programs. This will be an exciting opportunity for a seasoned and entrepreneurial fund raising executive to grow a program that incorporates major and planned giving, capital campaigns, and foundation and corporate relations. Expertise in major gift fund raising is essential. The ideal candidate will possess a minimum of 10 years fund raising experience. Professional experience in a health setting is desirable. For additional information visit [www.giftoflife.org](http://www.giftoflife.org)

### **Benefits**

Excellent Benefits Package

### **Qualifications:**

CFRE, at least 10 years experience managing a successful fund raising program

### **Application Information**

Resumes to search firm DRG, Inc: David Cheng or Lisa Futterman. E-mail: [lfutterman@drgnyc.com](mailto:lfutterman@drgnyc.com).

## **DIVERSIFIED DIRECTOR OF DEVELOPMENT**

for non-profit human service agency; Seeking resumes for fulltime position this Fall; 5-7 years successful experience in grant research/writing, direct mail,

donor cultivation & maintenance of donor histories on computer, special events; Superior computer skills & excellent verbal/written communications a must; Responsible for all fundraising and quarterly newsletter production; Proven/verifiable track record; Strong interpersonal and organizational skills; Direct involvement with Board, Volunteers & Clients; 4-yr degree; Send resume/salary history to HWC/DSC Search, 3111 S. Dixie Highway, Suite 237, WPB, FL 33405, or fax: 561-802-3356.

## **THE SCRIPPS RESEARCH INSTITUTE (TSRI)**

### *Development Officer Major Gifts (FL)*

A new fundraising position in Florida reporting to TSRI's Vice President, External Affairs, and charged with the responsibility to identify, solicit, and steward major gifts to The Scripps Research Institute from individuals and families living full or part time in Florida.

In addition to one-on-one relationship-building and gift-solicitation in Florida or communities of primary residency elsewhere, responsibilities include planning and managing group donor-cultivation events in Florida, donor-cultivation events in communities of primary residence, tours of prospects in TSRI's Florida facilities, and visits to TSRI's main campus in California. Institutional resources include in-house donor-research and donor-records services in Florida and planned giving counsel, legal services, and marketing support from California.

Position requires a bachelors degree or equivalent training and experience in fundraising, with minimum of 10 years of progressive experience in major gift fundraising, preferably in higher educa-

tion, biomedical research, or health care institution(s). Strong oral and written presentation skills, ability to use Microsoft Word and Excel programs, and willingness to learn and use Blackbaud, Raiser, Edge also required. Traits of flexibility and organization essential, as well as ability and willingness to travel. Candidate will have demonstrated capacity to self-direct while collaborating with others in start-up, small-team professional environment.

Position to begin on or after October 1, 2005. To apply, complete application provided on job vacancy link from TSRI website: [www.scripps.edu](http://www.scripps.edu).

## **KRAVIS CENTER**

### *Donor Relations Assistant*

Donor Relations Assistant – FT – assist in all aspects of donor services w/emphasis on ticketing. Ideal candidate must have strong customer service, interpersonal & organizational skills, as well as be detail oriented & a self-starter. Must be computer literate. The Kravis Center offers full benefits, including retirement plan. Interested candidates should send/e-mail resume to Kravis Center, HR Dept., 701 Okeechobee Blvd., W.P.B., FL 33401-[viggiano@kravis.org](mailto:viggiano@kravis.org). NO PHONE CALLS DFW/EOE [viggiano@kravis.org](mailto:viggiano@kravis.org)

## **THE BENJAMIN SCHOOL**

### *Development Assistant*

The Benjamin School is an independent, non-sectarian, college preparatory day school for 1,321 girls and boys grades pre-K through 12 with campus locations in North Palm Beach, FL and Palm Beach Gardens, FL. The School is seeking a well organized, a detail-oriented professional for the position of

Development Assistant.

**BASIC FUNCTION:** The Development Assistant will be instrumental in many of The Benjamin School's development efforts in particular the areas of school publications, database management for event fundraising and general office support.

**REPORTS TO:** The Director of Publications and The Director of Event Fundraising and Special Events

**CANDIDATE QUALIFICATIONS AND CHARACTERISTICS:**

The ideal candidate must have strong interpersonal skills as well as the energy, enthusiasm, and focus to work independently and as part of the Development Office team and the Benjamin School community. S/he will have demonstrated publications experience in either writing articles and features, or layout and graphic design. S/he will have knowledge of database management preferably in Blackbaud's Raiser's Edge 7, Auction Tracker or other similar relational databases as well as proficiency in all Microsoft Office applications. The ideal candidate must have the ability to think critically, strategically and creatively while managing multiple tasks, prioritizing and meeting deadlines. Preferred qualifications are a bachelor's degree and previous experience in development or the non-profit sector. Some night/weekend work will be required.

**GENERAL RESPONSIBILITIES:**

This development staff member's primary responsibilities will include accurate maintenance and update of event fundraising data; writing articles and features or providing layout and graphic design for school publications.

**SPECIFIC RESPONSIBILITIES:**

- Responsible for database management of the School's event fundraising program known as BASH and special event records utilizing the School's Raiser's Edge 7 database and Auction Tracker database for gift and auction item recording, gift and acknowledgement processing, producing system reports and manage-

ment of constituent files.

- Assist the Director of Publications with either writing articles and features or layout and graphic design. Provides photography support as needed.
- Provide general office secretarial support.
- Provide secretarial support for BASH volunteers as directed by the Director of Event Fundraising and Special Events.
- Provide on-site event auction database management including item pricing, payment process and related data entry; direct volunteer support for database management
- Manage the Development Web Pages and the on-line auction.
- Assist with the alumni website database management.
- Implement an email communication program including building and maintaining the email database and publishing an e-newsletter.
- Assist with constituent research.
- Assist with mailings, special events and other activities as assigned.

**APPLICATION PROCESS:**

Applicants should email letter of interest, resume, three references, and salary requirements to the Director of Development at support-tbs@benjamin-school.com or fax to 561.691.9017. Position is open until filled. No phone calls please. EOE, DFWP. support-tbs@benjaminschool.com

**THE BENJAMIN SCHOOL**

*Development Office Coordinator*

The Benjamin School is an independent, non-sectarian, college preparatory day school for 1,321 girls and boys grades pre-K through 12 with campus locations in North Palm Beach, FL and Palm Beach Gardens, FL. The School is seeking a well-organized, detail-oriented, experienced professional for the position of Development Office Coordinator.

**BASIC FUNCTION:** The Development Office Coordinator plays a critical role in The Benjamin School's development efforts as s/he serves as the principal administrator of the development office database and constituent records while providing executive secretarial support to the Director of Development and general office support.

**REPORTS TO:** The Director of Development

**CANDIDATE QUALIFICATIONS AND CHARACTERISTICS:**

The ideal candidate will have three or more years of general office or executive secretarial experience with a proven record of database management using Blackbaud's Raiser's Edge 7 or other similar relational databases and proficiency in all Microsoft Office applications. S/he must have strong interpersonal skills as well as the energy, enthusiasm, and focus to work independently and as part of the Development Office team and the Benjamin School community. The ideal candidate will have good written and oral communication skills and the ability to exercise excellent judgment, maintain confidentiality, and interact sensitively to a range of constituents. S/he must have demonstrated ability to manage multiple tasks, prioritize and meet deadlines. S/he must have the ability to think critically, strategically and creatively. Previous experience in development or the non-profit sector is preferred. Bachelor's degree is preferred. Some night/weekend work will be required.

**GENERAL RESPONSIBILITIES:**

This development staff member's primary responsibilities will include accurate maintenance and update of biographical, financial, and fundraising data in the Blackbaud Raiser's Edge 7 database; management of constituent files; gift and acknowledgement processing; producing system reports; executive secretarial and general office support.

**SPECIFIC RESPONSIBILITIES:**

- Manage and oversee all Development Office database management including gift entry, gift acknowledgement, gift and constituent reports and queries, mailing lists for publications and solicitations for the development office with specific responsibility for the annual giving and capital campaigns.
- Provide executive secretarial support for the Director of Development.
- Coordinate all development mailings including publications, solicitations and pledge reminders.
- Maintains office files.
- Responsible for office inventory and supply.
- Manage and produce development reports including weekly, monthly, quarterly and end of year annual reports for all campaigns and funds.
- Manage, coordinate, and produce all stewardship and donor benefits including donor listings, naming opportunities, donor gifts.
- Assist with the management of the development office budget including accounting, record keeping and reporting.
- Manage the Development Office calendar.
- Assist the Director of Development with the management of the capital campaign and provide support for all capital campaign projects
- Prepare annual VSE, CASE and FCIS surveys.
- Assists with the implementation of CASE policy and procedures for gift acceptance and operating procedures.
- Assists with special events and alumni events as needed.
- Other duties as assigned by the Director of Development.

**APPLICATION PROCESS:**

Applicants should email letter of interest, resume, three references, and salary requirements to the Director of Development at support-tbs@benjaminschool.com or fax to 561.691.9017. For more information go to [www.benjaminschool.com/employment](http://www.benjaminschool.com/employment). Position is open until filled. No phone calls please. EOE, DFWP.

support-tbs@benjaminschool.com

**THE BENJAMIN SCHOOL**

*Director of Annual & Major Gifts*

The Benjamin School is an independent, non-sectarian, college preparatory day school for 1,321 girls and boys grades pre-K through 12 with campus locations in North Palm Beach, FL and Palm Beach Gardens, FL. The School is seeking a seasoned, dynamic and creative development professional for the position of Director of Annual and Major Gifts.

**BASIC FUNCTION:** Plan and execute a comprehensive fundraising program for annual, planned and major gifts.

**REPORTS TO:** The Director of Development

**CANDIDATE QUALIFICATIONS AND CHARACTERISTICS:**

The ideal candidate will have five or more years of fund-raising experience; a proven record of raising significant gifts from individuals; and the energy, enthusiasm, and focus to achieve established fund raising and participation goals. S/he will have demonstrated a record of establishing and maintaining relationships with high-level prospects, composing persuasive proposals and correspondence, and recruiting and directing volunteers. The successful candidate will have a working knowledge of planned giving opportunities available to donors. Previous experience in planned giving programming is a plus. Familiarity with Raiser's Edge or similar development computer software programs is required. Bachelor's degree required, an advanced degree in any discipline is preferred. Some travel and night/weekend work will be required.

**GENERAL RESPONSIBILITIES:**

This development officer's primary responsibilities will be to: utilize direct mail, marketing strategies, phone-a-thons, volunteers, and personal solicitation for annual gifts; identify, cultivate, solicit and steward major gift prospects; develop and implement a planned giving program.

**SPECIFIC RESPONSIBILITIES:**

- Plan, coordinate, and manage a comprehensive annual giving program raising funds from alumni, parents, grandparents, faculty & staff, foundations, and friends to supplement the School's operating needs and endowment.
- Work with the Director of Development in the identification, cultivation, solicitation, and stewarding of major gift prospects in coordination with the development department's moves management.
- Develop and implement a planned giving program.
- Develop themes, appeals, and printed material for annual and planned giving program and stewardship activities that will promote fundraising goals among all constituencies
- Recruit, direct, and maintain an active volunteer support group for all constituencies to assist and support all volunteer and leadership programming needs for annual gifts.
- Direct personal solicitation, phone-a-thon, and direct mail phases of the annual giving campaign.
- Serve as a member of the School's Public Relations Committee.
- Work closely with the Director of Alumni Relations in successfully conducting the alumni annual giving program.
- Directs the Development Office in the absence of the Director of Development

**APPLICATION PROCESS:**

Applicants should email letter of interest, resume, and three references to the Director of Development at support-tbs@benjaminschool.com or fax to 561.691.9017. Position is open until filled. No phone calls please. EOE, DFWP. support-tbs@benjaminschool.com

**HARBOR BRANCH OCEANOGRAPHIC INSTITUTION, INC.**

***Director of Development***

Harbor Branch Oceanographic Institution, Inc. (HBOI) is a not-for-profit research and educational institution located in Fort Pierce, FL. The Institution with over 200 employees and occupying 480 acres along the unspoiled Indian River Lagoon on the central east coast of Florida, is dedicated to understanding and conserving our oceans through exploration, research and education (please see <http://www.hboi.edu> for additional information). HBOI seeks a motivated, team-player with a proven record of successful fund-raising as their Director of Development. The successful applicant will provide leadership and directly manage all donor-based fund-raising activities in support of the Institution's science and education programs. The successful applicant must be able to conduct an effective multi-faceted development program by maximizing the opportunities for giving; educating the community on the far-reaching impact of our mission-driven discoveries; and providing excellent donor recognition and stewardship of the program. The successful applicant will have a proven track record in cultivating and soliciting major gifts from individuals, corporations, and private foundations on a local, national and international scale. Experience in planned giving, board development, annual giving, major gifts, corporate and foundation relations, grant writing and special events is required. Knowledge of and interest in the marine sciences is highly desirable. Salary will be commensurate with experience. Please include a brief letter of introduction and a current resume with application. Initial evaluation of applications will begin on August 15th, 2005, but the position will remain open until filled. To be considered please complete an Application for Employment available on our website at [www.hboi.edu](http://www.hboi.edu). Mail to Harbor Branch Oceanographic Institution, Inc. attn: Human Resources at 5600 US 1 North, Fort Pierce, FL 34946 or fax to (772) 466-3644. Please reference job number 05 EXEC 01 on your application. EOE/AAP/DFWP

**Requirements:**

Bachelor's Degree, CFRE, or advanced degree. Demonstrate an organized and strategic approach to fundraising and the ability to manage, develop, coordinate, and manage successful fundraising efforts. Proven track record of raising substantial sums of money from both national and state organizations. Excellent leadership, program planning, and management skills, with a team approach. Ability to persuade and influence others, assess and interpret the needs and wishes of prospective donors and translate these into effective action plans. Strong interpersonal, oral and written communications skills. Enthusiastic, outgoing, straightforward, willing to work hands-on in developing and executing a variety of fundraising activities; shares information readily, listens, and respects the abilities of others. Ability to work independently, with minimal staff support, and to respond to deadlines and Board and constituent requests.

## **INSTANT MESSAGING: THE NEXT ONLINE DONATION TOOL?**

*By Rick Christ, Senior Consultant, NPAdvisors.com*

(Jan. 10, 2005) In a recent conversation with the Development Vice President of a large nonprofit, I explained parenthetically that “by the way, when I say ‘email’ I mean all forms of electronic one-to-one communication.” He wrinkled his brow and looked at me as if it were a trick question.

“I include Instant Messaging (IM) and text messaging as well. They are largely untapped but vital forms of communication.” The brow wrinkled further.

In fact, 29 percent of respondents to AOL's second annual survey on IM say that they send as many – if not more – IMs than they do e-mails. The younger users are, the more likely they are to favor IM. Half (49 percent) of teens and young adults (ages 13-21) say they send more instant messages than e-mails, while only six percent of those 55 and older say they do.

Nineteen percent of IM users now send instant and SMS text messages from their mobile phones and PDAs, about double the number of users who said that last year. (A story this summer said that 10 percent of single British men had been dumped by their girlfriends via text message to their mobile phones. While this may not say much for the character of British women, it says a lot for the power of the medium among young people.)

### **Teens and Young Adults Still Lead the Way**

Ninety percent of Internet-savvy teens and young adults say they send instant messages, and 71 percent of those ages 22-34 say the same. America Online dominates the teen and young adult population with more than four out of five (81 percent) using the AIM service or the AOL Buddy List feature to send instant messages.

A recent Pew Internet study largely confirmed this data. One of its most powerful findings is this: “Within the instant messaging Gen Y (18-27 years) age group, 46 percent report using IM more frequently than email. In contrast, only 18 percent of Gen X-ers (28-39 years) instant message more often than emailing. In older generations the percentage is even smaller.”

### **Some questions to ponder:**

- \* Even though you're probably not maximizing the potential of email with donors, are you recognizing that IM and mobile text messaging is rapidly catching up to email in usage?
- \* How might you capture IM addresses and use them as part of your advocacy, communications and fundraising programs?
- \* Will today's young people, who already find email less attractive than IM, ever become direct mail responsive when they get to their “prime giving” years?

## **JOB BANK**, *continued from page 7*

### **IMMEDIATE FULL TIME JOB OPPORTUNITY – DONORS FORUM OF SOUTH FLORIDA**

#### **Title: Program Director**

#### **Organizational Description:**

**Donors Forum of South Florida** is a nonprofit regional association of more than 110 charitable foundations, corporate grantmakers and public funders. It is the region's central resource and voice for information about philanthropy and funding for nonprofits. Donors Forum supports its members in Palm Beach, Broward, Miami-Dade and Monroe counties by conducting training and professional development, researching and reporting on trends and initiatives related to South Florida philanthropy, and offering opportunities for networking and collaboration among members.

#### **Job Location:** West Palm Beach

Donors Forum's main office is in downtown Miami. This position is located in our satellite office in downtown West Palm Beach. For the first 1-2 months, the employee will be required to spend one day a week in Miami for training purposes.

#### **Job Responsibilities:**

The Program Director will head up a 1-person satellite office for our Palm Beach County operations. This individual will provide leadership, development, management and administrative services for all aspects of our recently expanded Palm Beach County services. In addition to running the Palm Beach County operations (75% of time), the employee will develop and manage a new regional initiative to engage

funders around aging issues (25% of time).

#### **Key Qualifications:**

- A highly motivated, self-starter with entrepreneurial skills. Experience in a start up organization is highly desirable.
- Knowledge of philanthropy and the varied community issues affecting Palm Beach County (experience with aging issues would be particularly helpful)
- Able to conceptualize programs, originate ideas, and anticipate and act on events which may create opportunities for Donors Forum
- An outstanding relationship builder, with knowledge of and existing ties to a broad and diverse range of community resources
- Strong organizational skills to organize small events/meetings and administer multiple projects and timelines
- Marketing and fundraising experience with proven results
- Proficient in MS Word and Excel
- Demonstrated practices, behavior and activities which underscore a commitment and passion for the nonprofit sector

**Salary:** High \$40s to low \$50s depending on experience

#### **To Apply:**

Interested individuals should mail, email or fax a resume AND cover letter to:

Program Director Position  
Donors Forum of South Florida  
150 SE 2nd Avenue, Suite 712  
Miami, Florida 33131  
305-371-2080 (Fax) [scot@donorsforumsf.org](mailto:scot@donorsforumsf.org)

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## **THE NATURE CONSERVANCY**

### **Director of Philanthropy**

FL Chapter Office, Alt. Springs, FL

Click here for job description

<<http://www.trustedpartner.com/docs/library/000042/FLDoP.pdf>>

## **LOURDES-NOREEN MCKEEN RESIDENCE**

### **Director of Development:**

Lourdes-Noreen McKeen Residence, a Palm Beach County Retirement Community sponsored by the Carmelite Sisters for the Aged and Infirm is accepting applications for a motivated and dedicated person to develop, implement and maintain a gift giving and fund raising campaign/program. Prefer applicants with established contacts in the Palm Beach area.

**Qualifications:** B.A. in related field and 5+ years of development experience.

**Skills:** excellent interpersonal and relationship building skills, verbal/written communication and presentation skills, ability to work independently, organizational and project/time management skills.

Submit resume with salary history to [admin@lnmr.org](mailto:admin@lnmr.org).

## **DEAF SERVICE CENTER**

### **Diversified Director of Development**

Diversified Director of Development for non-profit human service agency; Seeking resumes for fulltime position this Fall; 5-7 years successful experience in grant research/writing, direct mail, donor cultivation & maintenance of donor histories on computer, special events; Superior computer skills & excellent verbal/written communications a must; Responsible for all fundraising and quarterly newsletter production; Proven/verifiable track record; Strong interpersonal and organizational skills; Direct involvement with Board, Volunteers & Clients; 4-yr degree; Send resume/salary history to HWC/DSC Search, 3111 S. Dixie Highway, Suite 237, WPB, FL 33405, or fax: 561-802-3356.

## **CARIDAD CENTER**

### **Development Assistant (Part-Time)**

A part-time Development Assistant is needed at Caridad Center in Boynton Beach to do data entry (Donor Perfect), handle donor thank you letters, and do other tasks as needed. 12 hours a week, \$10.00 an hour. Hours are flexible. Please call Maria Puente-Duany, Director of Development, at 561-853-1622.

# Speaker Ernestine Bean, Director of Corporate Giving for Women in Philanthropy, Morton Plant Mease Foundation gave an Excellent Presentation on Exploring Women's Roles as a "Powerful Force in the Not-For-Profit World" at the July Luncheon.

The purpose of Women in Philanthropy is "to inspire and empower women to fulfill their philanthropic potential by improving the quality of health care in our community."

Ernestine Bean presented some interesting and important facts concerning Women, Wealth and Philanthropy which included:

- By 2044 women will manage much of the \$41-136 trillion expected to pass from generation to generation. *(Paul Schervish & John Havens, Boston College Social Welfare Research Institute, 1999)*
- Over half of high net worth women business owners and executives contribute in excess of \$25,000 annually to charity, including 19% who contribute \$100,000 or more. *(National Foundation for Business Owners, April 2000)*
- In Florida, Women-Owned Firms top 414,000. Sales Approach \$75 Billion. *(Center for Women,s Business Research)*
- Among the 50 states and Washington, D.C., Florida ranked 4th in number of women-owned firms in 2002, 4th in employment, and 3rd in sales. *(Center for Women,s Business Research)*
- 51% of personal wealth in the U.S. resides in the names of women. *(Women in Philanthropy Institute )*
- In the Tampa Bay area women own 50% or more than half the private companies. This includes companies in which there is a 50/50 ownership between women and men. *(St Pete Times)*

Ernestine also shared Sondra Shaw Hardy's Strategies for More Effective Giving, "Creating a Women's Giving Circle" with suggestions to:

- Begin your philanthropy as early in life as possible.
- Find your passion, and focus your gifts, rather than scattering them.
- Give out of principal to the causes you are passionate about.
- Organize with others to provide a pooled gift that can make a project possible.
- Increase your impact by challenging others to support the causes you hold dear.
- Teach the art of philanthropy to the next generation.
- **Celebrate!**

Other topics included, but were not limited to: **Motivation to Give; Women in Philanthropy Common Elements; Corporate/Entrepreneurial Women; "The Powerful Role" women have in supporting Morton Plant Mease Health Care; Baby Boomers (born between 1946-1964); as well as Generations "X" amd "Y" and How to Attract Our Next Generation of Donors.**

For those of you who were not there, you missed an inspiring presentation. For those of us who were there, we thank you Ernestine Bean for giving of your time and sharing information which will ultimately help us help others.

## WHY WOMEN GIVE...

66% Interest, support cause  
40% Give back, better future  
9% Answer need  
8% Right thing to do

8% Help Others  
7% Friends, colleagues ask  
7% Fiscally responsible group