



Review

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FORMERLY NSFRE

JUNE 2006

PALM BEACH COUNTY CHAPTER

MEMBER SPOTLIGHT



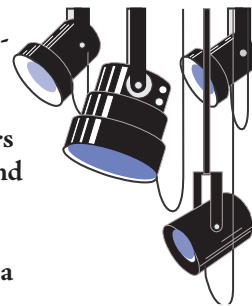
Florida Atlantic University in Boca Raton named Jay Browning, CFRE, Director of Development for its College of Business in June 2005. Serving as a member of University Advancement, Browning arrived at FAU with 10 years of experience in non-profit management, fundraising, special events planning, grant writing, and volunteer direction. As Director of Development Browning was responsible for all fundraising activities in the

College of Business. Since January 2006 he has served as the Director of Gift Planning for the university.

Prior to signing on at FAU, Browning held a position at the Central Florida Speech and Hearing Center in Lakeland, Florida where, as Director of Development, he was part of an operation that raised \$200,000 annually. In addition, he stewarded a multi-million dollar bequest. His efforts resulted in the implementation of an annual campaign and donor cultivation program. While there, he also built a donor management system and instituted an agency-wide image revision.

From 2001 to 2003, Browning was the assistant Director of Development for Penn State University in State College, Pennsylvania. He was part of the University's recent \$1.3 billion capital campaign. In this position, Browning identified, cultivated, and solicited gifts in the \$1,000 to \$100,000 tier. During his assignment, he helped to achieve a 5 percent increase in alumni giving through direct mail and personal relationship building.

Browning also served as a development and publicity coordinator with Big Brothers Big Sisters of Lancaster County, Pennsylvania. In his four years with that agency, he managed events and corporate sponsorship programs, published quarterly newsletters and press releases, and increased giving through a diversified development operation.



From 1976 to 1990, Browning served in the U.S. Marine Corps in various positions throughout the world. A disabling back injury ended his military career.

A graduate of Penn State University with a degree in business, Browning holds a planned giving certificate from Penn State University, attended the Fundraising School at Indiana University, and is certified by the Association of Fundraising Professionals as a fundraising executive.

"We are most fortunate to have a person with Jay's background to head our fundraising efforts in the College of Business. His extensive development experience and management skills make him an ideal candidate to meet the challenges of fundraising for FAU's fast-growing College of Business," said Ann Paton, Vice President for University Advancement.

Jay now serves as the Sponsorship Chair on the AFP Palm Beach County Chapter Board. If you haven't had a chance to meet Jay yet, make sure to try to meet him at the next monthly luncheon/meeting - he's a great guy.

PLANET PHILANTHROPY

Save the Date!

October 22-25

Rosen Shingle Creek Resort & Golf Club
Orlando, Florida

NORTH COUNTY LIAISON REPORT

by Donna Ghioto

Networking/Mixer

Thursday, June 29th from 5:30 – 7:30pm

Kocomo's in Palm Beach Gardens

(across from PGA National)

Please come, join us and bring a friend. This is our time to relax and get to know each other. There will be a raffle and sign up sheets for the new Mentoring Program. Watch for another North County event coming soon to the new Bascom Palmer Eye Institute facilities! For more information check your email blasts or please contact Donna Valin Ghioto at: dghioto@adelphia.net.



**PALM BEACH COUNTY CHAPTER
BOARD OF DIRECTORS**

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SCHOLARSHIP CHAIR Stacey A. Dowdle The Caron Foundation d.b.a. Renaissance Institute of Palm Beach	561-241-7977 sguzas@renaissanceinstitute.net
WEBSITE CHAIR (JOB BANK) Martie Henry Exit World Realty	(561) 716-4459 AFP@MartieHenry.com
GOVERNMENT RELATIONS Suzanne Foley Legal Aid Society of Palm Beach County	561-655-8944 ext. 279 sfoley@legalaidpbcc.org
IMMEDIATE PAST PRESIDENT Suzanne Cabrera, CFRE The Lord's Place, Inc.	561-494-0125 ext. 137 scabrera@thelordsplace.org
SOUTH COUNTY LIAISON Michael Lichtenstein Atlantic Capital Management of Florida, Inc.	561-686-6844 mnl_acm@hotmail.com
DIVERSITY CHAIR Maureen Wheat Area Agency on Aging	561-684-5885 wheatm@elderaffairs.org
NPD CHAIR Leah Miles South Florida Science Museum	561-281.1793 leahmilestwogo@yahoo.com
CERTIFICATION/EDUCATION CHAIR Cora Brown, CFRE Children's Home Society of Florida, So. Coastal Div.	561-868-4316 cora.brown@chsf.org

SPECIAL THANKS TO JUNE AFP LUNCHEON SPEAKER

Members of AFP Palm Beach County Chapter owe a hearty thank you to Eric M. Kelly who is the Regional Vice President of the Allegany Franciscan Ministries, Palm Beach Region (which serves Palm Beach Martin and St. Lucie Counties). He directs the community grantmaking and community engagement efforts; the focus of the Allegany Franciscan Ministry is to provide funding to promote culturally competent access to healthcare to improve the health status of persons in poor and marginalized communities. Prior to working at the Allegany Franciscan Ministries, he was Director of Community Investments at the United Way of Palm Beach County, where he was responsible for overseeing five million dollars (\$5,000,000) in program funding and responsible for outcome evaluations for nearly 120 funded community programs.

Mr. Kelly has directed and facilitated strategic planning sessions for a number of local health and human services organizations.

Other community and volunteer activities includes: serving as the Chairman of the Palm Beach County Healthy Start Coalition Board of Directors and community volunteer at Jesus and You (J.A.Y.) Ministries, a residential program for men recovering from substance abuse.

For those of you who were not able to attend, Mr. Kelly shared some strategic planning tips for fundraising professionals that are very important. As representatives and fund seekers for our organizations there are several things he pointed out that we need to understand, one being the theory of change. He defined Theory of Change as "a way to describe the set of assumptions that explain both the mini-steps that lead to the long-term goal of interest and the connections between program activities and outcomes that occur at each step of the way".

According to Mr. Kelly we should know our own agency programs well--first of all, know the key assumptions on which the program lies. He said that knowing the activities, outcomes and evaluations of your program is essential because they are all components of the strategic planning process. Also, be sure to set organizational priorities -- goals, objectives, timelines, tasks, the spending plan, budget - expenses and revenue. We need to know the market position, what is driving funding or what is holding it up, how to develop collaborations and strategic alliances to help meet our goals. Be sure to know the mission, vision, values and philosophy of your organization and the clients you serve. Be able to measure the success of your organization and find out how well your priorities, staffing and resources work together to accomplish goals.

Mr. Kelly emphasized that we should know what the community lacks or needs and propose to change the problem (remember the "Theory of Change"). What's more, we should know what's in it for the funder. We should consider what we can do to help stakeholders or funders fulfill *their* missions.

We are grateful to Mr. Kelly for sharing these helpful insights which we can start integrating into our strategic plans.



President's Message

Please mark your calendars! Although summer is here, our board of directors has been working very diligently to provide members of AFP an array of educational opportunities. One of the areas that we will be focusing on this summer is mentoring. Newcomers in fund-raising can avoid a lot of trouble if they find a fund-raising mentor. Most experienced fund raisers will be more than willing to share their expertise with those who are neophytes in the field. Experienced fund raisers see the chance of becoming a mentor as an opportunity to pass on experience. The satisfaction of watching someone grow and develop into a well-versed professional cannot be measured. At this month's June 15 luncheon, Sonya Davis, Mentoring Chair and Jan Rodusky, CFRE, Vice President of Programs, will facilitate a special presentation in Speed Mentoring & Networking. Donna Ghioto, North County Liaison, will continue the discussion of mentoring by providing a north county event, June 29 from 5:30 to 7:30 at Kocomo's.

Cora Brown, CFRE, Education/Certification Chair, has arranged several audio conferences this summer which is complimentary to our members. The next audio conference is Tuesday, July 11th on Strategic Planning to Lower Fundraising Costs and Boost Revenues. If you are interested in hosting or attending one of the audio conferences, please contact Cora at cora.brown@chssf.org. In addition, Cora will be providing a CFRE "Support Group" for members interesting in pursuing their certification. If you plan to sit for the CFRE exam this fall, your application must be submitted by July 21.

By now, you should have received notification by email, postcard and brochure regarding Planet Philanthropy 2006. This year's state conference will take place October 22-25 at the Rosen Shingle Creek Resort in Orlando. I encourage you not to procrastinate and sign up today at www.planetphilanthropy.org. A special thanks to Joanne Towner, CRFE. Joanne has been our chapter's representative on the planning committee for the past two years and has done an incredible job helping with Planet Philanthropy 2006.

Just when you thought you could kick back and relax, our board is providing AFP Members a summer full of educational opportunities!

Stanton Coleman

Terrie On Nonprofits[©]

THE "BENEFITS" OF SCHOLARSHIP

Q: I have a question about sponsorship. When people sponsor an event, what guidelines can we use to assess deductibility? For instance, it is clear that any tickets they are given to the event are non-deductible for the fair market value, just as for any other participants. However, what about the other, less tangible, benefits such as a marketing presence?

A: First, let me say that I'm glad you brought up the point that when an individual goes to claim a deduction for his or her sponsorship, the fair market value of such "benefits" as "free" tickets must be subtracted. Too many people are not aware of or do not think about this. So you've contributed to the educational value of this column already.

The issue of the less tangible benefits to a sponsor is an important one – and something we will discuss. However, it also requires us to talk about the thin line an organization walks, potentially opening it to paying unrelated business income tax (UBIT).

Certainly, some people will choose to sponsor your event strictly as a means of supporting your organization. Others will do it because they can't say no to the person who solicited them. However, few of us would question that most people see a marketing value to their sponsorship, especially if they accept the responsibility for sponsorship on behalf of their business. The IRS does not expect the organization to assign a value to this for deductibility purposes. What it does expect is that the organization distinguish between marketing and advertising.

Guidelines are found under the Taxpayer Relief Act of 1997. You may publicly thank the sponsor, display the sponsor's logo, name the event after the sponsor and give out samples of the sponsor's product at the event. (Marketing) You may not urge people to support the sponsor. Nor may you endorse the sponsor by using such value-laden words as "the best." You can't ask people to buy the sponsor's goods or services. (All advertising and subject to a tax liability) If the sponsor requires that you hand out product samples, that's advertising. If the sponsor buys space in an ad journal, it's advertising! (Even if there is no commercial intent in doing so, the IRS sees commercial value in the "goodwill" the sponsor receives for buying such an ad.) Does your financial backing hinge on having an exclusive relationship with the sponsor? Is the amount of the sponsorship tied to a certain level of exposure such as attendance? These would be seen as proof of an advertising contract.

Accepting advertising is not bad. If the promised monies are large enough it may benefit the organization to pay the UBIT. However, you want to be sure you know when you are crossing the line.

Terrie Temkin, Ph.D. is an internationally recognized governance and planning expert. President of NonProfit Management Solutions, Inc. for 12 years, she has recently rolled her practice into CoreStrategies for Nonprofits, Inc., where she has been a principal for the last three years. Terrie is a longtime member of AFP. Contact her at TerrieTemkin@CoreStrategies4Nonprofits.com or 888-458-4351 Ext. 3.

Mark your calendars for this year's remaining AFP Audioconferences!

Upcoming dates and topics are:

Wednesday, June 7	<i>Endowment Building: Starting on a Firm Foundation</i>
Tuesday, July 11	<i>Strategic Planning to Lower Fundraising Costs and Boost Revenues</i>
Wednesday, August 9	<i>Corporate Friends, Corporate Partners, Corporate Funders: Getting Corporate Support Right!</i>
Thursday, September 14	<i>Refining Defining Major Gifts – The Impact on All Campaigns</i>
Thursday, October 12	<i>Using Strategic Planning to Ensure Your Organization's Relevance</i>
Tuesday, December 5	<i>What Fundraisers Need to Know about Budgets & Financial Statements</i>

All audioconferences take place from 1:00 to 2:30 p.m.; locations to be announced prior to each session. All are presented by respected professionals in the development field.

The AFP Audioconferences are sponsored by AFP Palm Beach County and are offered at no cost to AFP members and their guests. Participation qualifies those in attendance for 1.5 points toward CFRE education requirements.

Watch your e-mail for location and registration information for each program. Questions? Contact Cora Brown at cora.brown@chssl.org or 561-868-4316.

MONTHLY MEETING NOTICE

June 15, 2006

Promote Professional Fundraising

Participate in Speed Mentoring & Networking

Join in Interactive Fun!

Share Your Skills, Expertise and Resources!

Exchange Ideas! Build Relationships!

*** BRING YOUR BUSINESS CARDS ***

Facilitators: Sonya Davis, Mentoring Chair and
Jan Rodusky, Vice President for Programs

The Governor's Club
Noon Buffet Luncheon

11:30 a.m. Networking • 12:00 Program

FAX OR EMAIL YOUR RSVP TO:

Heather Landstrom (561) 712-9221

hslandstrom@opportunitypbc.org by June 9, 2006

Mark your calendars
Summer Social
August 17th
at the Kravis Center

2006 AFP MONTHLY MEETINGS

June 15, 2006

July 20, 2006

August 17, 2006 (Social-TBD)

September 21, 2006

October 19, 2006

November (National Philanthropy Day-TBD)

December 21, 2006

*All monthly lunch meetings will
take place the third Thursday of
each month with the exception
of August and November.*

IS YOUR AGENCY READY?

New Website Registers Volunteers for Future Disasters

(Reprinted with permission from AFP website www.afpnet.org Resource Center)

(May 30, 2006) The Points of Light Foundation and Volunteer Center National Network have created a new website to help prepare for future disasters by linking charities with volunteers.

www.HelpinDisaster.org allows potential volunteers to register their skills, availability, contact preferences and ability to travel so they can be reached when they are needed. It is a website portal that provides volunteers with a direct connection to local volunteer opportunities that match interests, skills and the common desire to make a difference in their communities.

"For the first time, there is a website that registers volunteers by skill area in a uniform way and makes this information securely available to the entire disaster volunteer management

"...indications from the National Oceanic and Atmospheric Administration that 2006 may be one of the worst hurricane seasons in the past 40 years"

community, says Robert K. Goodwin, president and CEO of the Points of Light Foundation. "www.HelpinDisaster.org will ensure that volunteer managers can efficiently recruit volunteers with the skills that match the local needs."

Through www.HelpinDisaster.org, volunteer information is only shared when the volunteer accepts a job assignment, ensuring that volunteers with critical skills can be connected to urgent community needs.

The website was developed in response to the spate of recent natural disasters, as well as indications from the National Oceanic and Atmospheric Administration that 2006 may be one of the worst hurricane seasons in the past 40 years. The hurricane season runs from June 1 through Nov. 30.

HelpinDisaster.org is sponsored by the Points of Light Foundation & Volunteer Center National Network, a nonprofit organization in Washington, DC. The foundation engages and mobilizes millions of volunteers who are helping to solve serious social problems in thousands of communities.

For more information, go to www.HelpinDisaster.org.

MENTORING

Boca Raton Senior Receives 2006 AFP Youth in Philanthropy Scholarship

By Sonya Davis, Mentoring Chair

On May 2, the 23rd annual Pathfinder Scholarship Awards ceremony, sponsored and produced by the Palm Beach Post, was held at the Kravis Center. Five hundred twenty-eight students from 41 public and private schools throughout Palm Beach and Martin Counties received thousands of dollars to help with college tuition. As part of this event, our AFP Palm Beach County Chapter once again presented a scholarship to one of the applicants in the Community Involvement category.

Selected from among 38 outstanding young people with long histories of raising money for causes they believe in, Bradley Jaffe of Spanish River High School was chosen to receive this year's \$2,500 award for his remarkable efforts in fundraising. Among his philanthropic endeavors over the past few years, Bradley raised \$5,000 for Tsunami relief through the organization of a dodge ball game benefit. In the aftermath of Hurricane Katrina, he was the Charity Week Chairman and Coordinator who spearheaded fundraising activities that raised an impressive \$27,000 to aid victims of that disaster. Bradley, who was also the student body president during his senior year, will attend the University of Central Florida in the fall, seeking to major in education.

* * *

Don't miss the June 15 Luncheon...

You will have an opportunity to participate in

Speed Mentoring & Networking

(see page 4 - Monthly Meeting Notice)

*Please print this reminder of Planet Philanthropy 2006
and mark October 22-25, 2006 on your calendar!*



Save the Date!

October 22-25, 2006



The Florida Caucus of the Association of Fundraising Professionals
is proud to announce...

Planet Philanthropy 2006!

at the exciting new Rosen Shingle Creek Resort & Golf Club
in Orlando, Florida



Conference information is available at www.planetphilanthropy.org.
You may register your intentions online.
Complete brochure information will be available soon!

Planning for this outstanding conference, to be hosted by
the Central Florida AFP Chapter,
is well underway. If you're interested in volunteering,
please contact Bernadine Douglas at bdouglas@mail.ucf.edu.

The Job Bank is a free service benefiting members and member agencies of the AFP Palm Beach County Chapter. Organizations with Job Openings and Individuals Seeking Jobs are welcome to post entries on our website. Job Bank entries are also published in our monthly Newsletter.

For non-members and non-member organizations, there is a \$25 per month charge for each Job Bank entry. All entries will be posted for one month. To submit an entry to the Job Bank, please contact the Job Bank/Website Chair, Martie Henry, via e-mail at AFP@MartieHenry.com. A confirmation e-mail will be sent to you when your entry is posted. If you wish to extend your entry for another month, please notify Martie by e-mail (include the Job Title & Organization please)

Job Opening Submissions must include the following information: Job Title, Organization, Location, Job Description, Qualifications (e.g., CFRE, BA/BS), Benefits, and How to Submit

Application (e.g., Contact Name, Phone, Fax, E-Mail, Address). Salary (or Salary Range) is helpful information to include, as it will avoid unnecessary calls for specifics and applications from individuals who are in a different salary range.

Individuals Seeking Jobs should include the Job Title, Brief Description, Location (Radius, County, City, etc.), Qualifications (e.g., CFRE, BA/BS), and their Contact Information (e.g., Name, Phone, Fax, E-Mail, Address). Salary requirements are helpful to potential employers. If desired, a resume can be submitted as well (it will be posted in PDF format).

NATIONAL JEWISH MEDICAL AND RESEARCH CENTER

Director/ Regional Development

National Jewish Medical and Research Center is an internationally recognized, non-profit, non-sectarian medical and research center that is seeking to fill their regional fundraising director position in Boca Raton, FL. The Director/Regional Development will be responsible for the development and implementation of multi-state regional major and planned gift, and special event fundraising activities.

This position represents an exciting opportunity for a talented fundraising professional to use his or her strategic planning, marketing and interpersonal skills to grow the regional presence, contacts, and donor base. The successful candidate will have the chance to expand the scope and outreach of the regional office based on demonstrated results.

The ideal candidate will possess a four year college degree and must have 5 or more years of recent and related success in planned giving and major gifts, and two years of supervisory experience. For additional information or to submit your resume, please contact Allison Menaugh at EFL Associates.

Email: amenaugh@eflassociates.com or by phone 877-893-1724 ext 17.

NORTHWOOD UNIVERSITY - W. PALM BEACH

Director of Communications & Special Events

Manager: Ben Starling

JOB DESCRIPTION:

- Will direct all public relations for the Outstanding Business Leader(OBL) Association including – honoree background, press releases (local, state and national, as well as industry specific publications).
- Coordinate, organize, and direct the gala event activities. The position will track income, expenses and oversee all official correspondence from the OBL office.
- The development and design of creative OBL printed materials that will be used for fundraising and marketing pieces.
- Assist with fundraising calls, and represent OBL Association in the general area, as well as at national gatherings.

QUALIFICATIONS:

Bachelors degree in Business Administration and/or Communications.

- Proven public relations/journalism background with details of successful project completion.
- Local media contacts/relationships, and knowledge of the overall area demographics as it relates to media marketing.
- Fundraising experience and special event planning.
- Basic computer knowledge, including Excel and mail merge.

Please send resume to Ben Starling III, Executive Director
Outstanding Business Leader Association
Northwood University
2600 North Military Trail
West Palm Beach, FL 33409-2911
starling@northwood.edu
800.458.8325
561.681.7936
561.681.7938.direct
561.640.3328.fax

JOB BANK - Cont. on page 8

THE WILD DOLPHIN PROJECT - JUPITER *Development Manager*

The Wild Dolphin Project (WDP), founded by Dr. Denise Herzing in 1985, is engaged in an ambitious, long-term scientific study of a specific pod of Atlantic spotted dolphins that live 40 miles off the coast of the Bahamas, in the Atlantic Ocean. For about 100 days each year, Phase I research has involved the photographing, videotaping, and audiotaping of a group of resident dolphins, aiming to learn about their lives. The rest of the year is spent in the laboratory in Jupiter, Florida, archiving the information that has been gathered during the field season. WDP has now accumulated unprecedented amounts of baseline data about these dolphins, their relationships with other dolphins, and their daily lives in the ocean. In addition, we have grown up with, and intimately know, many of the individuals.

We are seeking candidates for the position of Development Manager, who will be working in our facility in Jupiter Florida.

Position Description:

This is a full-time position with growth potential. The ideal candidate is an individual who is a self starter and is creative and organized. The Development Manager will work with the Research Director, the Board of Directors and the Community Advisory Board to cultivate and solicit foundation, corporate, and major individual donors.

Reporting to the Research Director, the Development Manager's responsibilities include:

- Planning and carrying out efforts to renew gifts from current donors;
- Work with the Research Director and Board Members to identify new prospects; plan and implement efforts to cultivate and solicit them;
- Writing solicitation and acknowledgement letters;
- Preparing grant proposals;
- Soliciting current and prospective donors;
- Communicating with donors on a timely and regular basis;
- Planning and organizing regional fundraising events and donor recognition events;
- Overseeing the WDP's membership program and general office work;
- Drafting reports, such as to foundations on projects they have funded and updates to Board of Directors and Community Advisory Board;
- Maintaining the fundraising database.

Education/Experience: High school education; a college education or three to five years of substantive administrative experience, ideally in a non-profit fundraising environment, is preferred.

Special Skills/Requirements: Excellent oral and written communication and strong organizational skills are required. Knowledge of File-Maker Pro or other database software is preferred.

For more information about The Wild Dolphin Project, visit www.wilddolphinproject.org.

A complete application packet will include a cover letter, resume and salary history. Send Application Packet to:

The Sheridan Group
4510 South 34th St.
Arlington, VA 22206
(703) 931-7070 (703) 931-6249 fax
contact@sheridangp.com

PALM BEACH COMMUNITY COLLEGE

Manager of Corporate Relations

Position Overview

Responsible for organizing and conducting college-wide corporate partnership and sponsorship initiatives providing underwriting support for events, activities and programs under the direction of the Executive Director of the Foundation for the College. Must be able to solicit and maintain interest from potential sponsors supporting Foundation activities of the College. Responsible for the research, identification and prioritization of prospective sponsors; coordination of sponsor networking functions; and collaboration with the Marketing department in the preparation of promotional materials and presentations. Must have the ability to assist with sponsorship and stewardship agreements.

Activity Descriptions

- Plan, direct, and control the work of people who do not report directly to you, but who provide support to the goals and objectives of your organization.
- Examine ways of packaging and marketing fundraising programs to philanthropic supporters.
- Define and acquire funding resources available to the College through structured fundraising program in keeping with College mission and goals.
- Generate funds through corporations that invest from a marketing perspective or that of a charitable manner.
- Assist with generating funds through alumni donations and research of potential fund sources.
- Solicit and obtain business/industry client contracts for the program utilizing general marketing and sales industry skills. Create program marketing materials as necessary to promote the program and its benefits.
- Administer fundraising initiatives.
- Coordinate/oversee management of contractual agreement of college deliverables.
- Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a department, program or the College as a whole.
- Prepare and negotiate contracts/agreements entered into with external agencies and/or vendors. This does not include grant contracts and labor negotiating.
- Act as a College liaison for programs with outside agencies or community leaders. Communicate program information internally. May include legislative liaison both federal and state.
- Liaison among departments, functions or groups, within the College. Communicate information to appropriate personnel.
- Work collaboratively with staff members to identify avenues of economic support for college programs/projects.
- Review and/or revise reports and documents for accuracy and completeness. This does not include the review of reports and documents covered under subsequent activities.
- Prepare required reports.
- Prepare for participation in Community/Program Advisory Board, School District, and/or Foundation Committee meetings.
- Perform special projects upon request.

Education and Experience

Bachelor's degree within specific subject area related to job functions. Four to seven years related experience.

Skills

- MS Office: Word, Excel, Outlook, Powerpoint or similar
- Able to use mainframe database system (ie. IBM, Panthernet)
- Tech knowledge of direct mail and solicitation techniques
- Ability to initiate, secure, and maintain sponsorship accts.
- Knowledge of a variety of marketing concepts preferred
- Raiser's Edge software experience preferred
- Related experience accepted in lieu of formal education
- Experience within an educational environment preferred
- Foundation experience preferred

The minimum starting salary for this 40-hour professional position is \$35,463

Send resume to Terri Chambers, Human Resources
Palm Beach Community College
561-868-3115 Phone
561-868-3131 Fax

MIAMI CITY BALLET - PALM BEACH CTY.

Director of Development

REPORTS TO: Director of Development

SUMMARY: The Miami City Ballet (MCB) is seeking an energetic, passionate and experienced Director of Development, Palm Beach County. The position is based at the Kravis Center with bi-weekly department meetings held at the MCB's main office located in Miami Beach. The successful candidate must be familiar with Palm Beach and its surrounding areas, proven track record, ability to attract major donors and build the development program in the local area. The position reports to the Director of Development based in Miami. The Director will manage the Board of Trustees, Major Donors, Artist Circle, the Guild and special events to meet the monetary needs and goals of the MCB in order to sustain operations in Palm Beach County.

Responsibilities include (specific to Palm Beach County):

- Develop new members and build relationship with the existing Palm Beach Chapter of the Board of Trustees
- Proactively identify, cultivate and solicit major gift donors and prospective benefactors including private constituents, corporations and foundations.
- Track and manage all prospects and donors
- Create and implement special event initiatives and community outreach initiatives
- Create, supervise and manage communication materials specific to the Palm Beach area
- Make presentations to community groups, individuals and corporations when appropriate
- Develop an annual plan of action containing both near and long term income goals, objectives and strategy in coordination with the Director of Development
- Develop and submit all development budgets and timetables
- Oversee and define the sponsorship programs.
- Research and expand potential sources of grant monies
- Research and develop new ideas and techniques for development and fundraising
-

REQUIREMENTS: Qualified individuals must have a Bachelors Degree with a minimum of ten years of work related experience. Outstanding oral and written skills are essential. Candidates must be able to show success in fundraising, be well organized, creative, assertive and confident. We seek an individual ready to commit the time and energy required to meet ambitious fundraising goals.

Submit cover letter, resume and compensation requirements to:

Whitney Luzzo-Kelly, Director of Development
2200 Liberty Avenue
Miami Beach, Fl. 33139 OR E-mail: whitney@miamicityballet.org
Please mark subject line: Director of Development, Palm Beach County

About Us:

Miami City Ballet is among the largest ballet companies in the U.S., with 125 employees including 50 dancers; offering health/dental/life insurance benefits plus vacation and generous holidays. The Company has four home counties in South Florida: Broward, Miami-Dade, Palm Beach and Collier (on Florida's West Coast). Founded 20 years ago the non-profit company has grown to a 12.5 million fiscal year budget.

whitney@miamicityballet.org

MIAMI CITY BALLET - BROWARD CTY.

Director of Development

REPORTS TO: Director of Development

SUMMARY: The Miami City Ballet (MCB) is seeking an energetic, passionate and experienced Director of Development, Broward County. The position is based in Broward with bi-weekly department meetings held at the MCB's main office located in Miami Beach. The successful candidate must be familiar with Broward County and its surrounding areas, proven track record, ability to attract major donors and build the development program in the local area. The position reports to the Director of Development based in Miami. The Director will manage the Board of Trustees, Major Donors, Artist Circle, the Guild and special events to meet the monetary needs and goals of the MCB in order to sustain operations in Broward County.

Responsibilities include (specific to Broward County):

- Develop new members and build relationship with the existing Broward Chapter of the Board of Trustees
- Proactively identify, cultivate and solicit major gift donors and prospective benefactors including private constituents, corporations and foundations.
- Track and manage all prospects and donors
- Create and implement special event initiatives and community outreach initiatives
- Create, supervise and manage communication materials specific to the Broward area
- Make presentations to community groups, individuals and corporations when appropriate
- Develop an annual plan of action containing both near and long term income goals, objectives and strategy in coordination with the Director of Development
- Develop and submit all development budgets and timetables
- Oversee and define the sponsorship programs.
- Research and expand potential sources of grant monies
- Research and develop new ideas and techniques for development and fundraising
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REQUIREMENTS: Qualified individuals must have a Bachelors Degree with a minimum of ten years of work related experience. Outstanding oral and written skills are essential. Candidates must be able to show success in fundraising, be well organized, creative, assertive and confident. We seek an individual ready to commit the time and energy required to meet ambitious fundraising goals.

Submit cover letter, resume and compensation requirements to:

Whitney Luzzo-Kelly, Director of Development
2200 Liberty Avenue
Miami Beach, Fl. 33139 OR E-mail: whitney@miamicityballet.org
Please mark subject line: Director of Development, Broward County

About Us:

Miami City Ballet is among the largest ballet companies in the U.S., with 125 employees including 50 dancers; offering health/dental/life insurance benefits plus vacation and generous holidays. The Company has four home counties in South Florida: Broward, Miami-Dade, Palm Beach and Collier (on Florida's West Coast). Founded 20 years ago the non-profit company has grown to a 12.5 million fiscal year budget.

whitney@miamicityballet.org

**WEST PALM BEACH LIBRARY
FOUNDATION, INC.**

***Foundation Executive/Capital
Campaign Director***

The West Palm Beach Library Foundation, Inc. is seeking an Executive Director to manage a \$10 million campaign related to the new public library and, ultimately, to manage all aspects of on-going fund raising upon completion of the capital campaign. The ideal candidate will have a strong local track record in the development and implementation of a comprehensive fund development program.

Qualified candidates will hold a Bachelors degree in Communications, Business, or a related area, and will have demonstrated success in implementing fundraising campaigns that have met targeted goals. Experience in an educational/library environment is a plus.

This position reports directly to the Foundation Board. Potential candidates should email a letter of interest to Paul Vincent, requesting a copy of the job description to:

Paul Vincent, President
West Palm Beach Library Foundation, Inc.
Via email to paul.vincent@wachovia.com

All inquiries will be held in the strictest confidence. Interested candidates should send a cover letter, resume and a list of references to Mr. Vincent

**BETHESDA HOSPITAL
FOUNDATION**

Special Events Associate

Plan, implement and evaluate assigned special events. Create, write and coordinate the printing and mailing of the event programs and invitations. Support public relations for the Foundation events. Manage the day-to-day operations of the events. Develop new events for fundraising and donor cultivation.

Visit the AFP Job Bank at www.afppbc.org and click on the link to view the full job description.

Bethesda Hospital Foundation
P.O. Box 243628
Boynton Beach, FL 33424-3628
Phone: 561-737-7733, x4428 Amy Brand
Fax: 561-735-7942
Email to Amy.Brand@BethesdaHealthcare.com

PALM BEACH COUNTY CULTURAL COUNCIL

Non-Profit Arts Organization

Coordinator of Membership Services

The Palm Beach County Cultural Council, a private, not for profit, community based organization, promotes tourism and enhances the quality of life for local residents by supporting arts education and marketing arts and cultural organizations. Founded in 1978, Council initiatives include grants to arts organizations and artists; marketing and promotion; advocacy; services to membership; and arts education.

Seeking candidates for the position of Coordinator of Membership Services.

Submit cover letter and resume to:
Director of Membership Services
Palm Beach County Cultural Council
1555 Palm Beach Lakes Blvd., #300
W. Palm Beach, Florida 33401
Fax: (561) 687-9484
Email: hcaldwell@pbccc.org

Position Description:

This is a full-time position for an energetic, organized and detail-oriented professional. Under the supervision of the Director of Membership Services, position will assist in managing the Council's membership program and special events. Must be able to handle diverse tasks and work independently. Interest in the arts preferred.

Deadline for submission: June 7, 2006

Qualifications:

- B.A. Degree
- Excellent oral and written communication skills
- Demonstrated organizational and problem-solving ability
- Demonstrated knowledge of computer hardware and software using MS Office products
- Operating knowledge of databases and word processing mail merge
- Experience with MS Publisher and Blackbaud's Raiser's Edge a plus

Duties and Responsibilities:

- Act as the primary manager of the constituent database including maintaining member records, producing membership solicitations and renewals, and creating membership and donor gift acknowledgments
- Assists in planning and managing meetings and events
- Assists in researching, planning and implementing membership and constituent services initiatives
- Compiles event sponsorship packages and assists in identifying and cultivating individual and corporate sponsors for events
- Performs additional membership and special event duties as assigned

hcaldwell@pbccc.org