

## Philanthropy Coordinator

**Position Overview:** Achieve Miami is searching for an energetic and creative individual with outstanding interpersonal, writing, and organizational skills to join our team as the Philanthropy Coordinator for Achieve Miami and the Teacher Accelerator Program (TAP). This is an exciting opportunity for an individual seeking to strengthen their professional philanthropy experience and advance education equity in South Florida.

### Responsibilities

- Lead Annual Giving efforts: Coordinate and manage fundraising campaigns and strategies to secure yearly donations from supporters
- Implement gift processing, donor management, donor stewardship, and acknowledgement letters as needed
- Conduct prospect and donor research to identify new funding sources and gain deeper understanding of prospects' interested and funding priorities
- Produce messaging and communications tools for donor outreach and events
- Assist with event planning: Develop guest lists, track invitees, assist with program development, coordinate logistics with venues and vendors, collaborate with Special Event Committee, coordinate printed materials, lead check-in efforts, etc.
- Support with grant research and reporting
- Stay informed on educational trends: Keep up-to-date with the latest educational developments by reading relevant news, subscribing to industry newsletters, and setting up news alerts to monitor key topics and trends in the education sector
- Other duties as assigned to support Achieve Miami and TAP

### Qualifications

- Bachelor's degree required
- One or two additional years of related experience preferred
- Strong time management and organizational skills and ability to meet deadlines
- Strong writing and editing skills
- Ability to design and write brochures, webpages (no coding needed), invitations, awards booklets, etc.
- Ability to multitask, and work well under pressure, with great attention to detail
- Excellent interpersonal communications skills, with the ability to work well in a team and build relationships with people from diverse backgrounds.
- Strong desire to work for an education nonprofit organization
- Ability to work evening events (6-8 times/year) and one Saturday morning per month September-June
- Valid driver's license and access to transportation is required

# ACHIEVE



## MIAMI

**Details:** This will be a full-time, salaried position. All full-time employees receive medical, vision, and dental benefits, starting on the first day of the month after 90 days of employment. Achieve Miami will reimburse employees for authorized, necessary and reasonable mileage outside of office travel.

**About Achieve Miami:** At Achieve Miami, we believe in the potential of every child. Together with partners from public and private schools, Achieve Miami designs and manages programs that extend learning opportunities for students, teachers, and education leaders through programs like Achieve Saturdays, Achieve Summer, Achieve Scholars, Achieve Club, Alumni Program, and Achieve Music.

Achieve Miami is a 501(c)(3) organization. Achieve Miami's main office is located at 220 Miracle Mile., Suite 236, Coral Gables, FL 33134. You can visit [www.achievemiami.org](http://www.achievemiami.org) to learn more about Achieve Miami.

To apply, please send a resume and tailored cover letter to [rachelgeary@achievemiami.org](mailto:rachelgeary@achievemiami.org).