

**Status:** Full-Time, Salary  
**Classification:** Exempt  
**Reports to:** Chief Executive Officer  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance program, and a 401K retirement plan.

**Organizational Profile:**

Pridelines Youth Services, Inc. dba **Pridelines** is a rapidly growing non-profit, 501c3, organization dedicated to supporting, educating and empowering South Florida's lesbian, gay, bisexual, transgender and queer/questioning (LGBTQ) youth and community in safe and diverse spaces to promote dialogue, wellness and to foster social change. Pridelines is Miami-Dade County's LGBTQ Community Center, with locations in Miami, Miami-Beach, and satellite programs throughout the county. Our programs and services are geared toward LGBTQ youth, young adults at-risk of experiencing or currently homeless, people living with or affected by HIV, and anyone seeking affirming space to engage with our LGBTQ community on a social level.

**Position Overview:**

Under the direct supervision of the Chief Executive Officer, the Development Officer is responsible for Driving all fundraising efforts in the community.

**Summary:**

The Development Officer is:

- Effective at organizing and leading one-on-one meetings with individuals and businesses to educate about the work of Pridelines with the ultimate aim of raising financial support
- Adept at working independently
- Able to efficiently organize, promote, and implement multiple development events of various sizes throughout Miami-Dade
- Proficient in Microsoft Office Suite and Google's online applications and is familiar with social media platforms (Facebook, Twitter, Instagram, etc.)
- Able to work some weeknights and weekends
- Comfortable speaking to groups of donors of all sizes
- Excited to be part of the important work of Pridelines, creating safe and affirming spaces for LGBTQ youth and community

**Responsibilities:**

- Manage our donor cultivation and stewardship program:
  - Recruit new and renew all levels of donors including major donors: donors that contribute \$500 and more per year
  - Plan, promote, and implement donor appreciation and donor recruitment events throughout the community, including developing the programs, recruiting speakers (Pridelines program staff mainly), presenting awards to Pridelines contributors and community leaders, etc.
  - Recruit new local and statewide corporate sponsors and nurture relationships with current sponsors; ensure all are acknowledged appropriately
  - Provide stewardship for all major donors through personalized thank you letters, check-in calls, and visits
- Plan, promote, and implement Pridelines' largest event: The Masquerade Ball
  - Attain gala fundraising goal by securing individual and corporate sponsorships
  - Develop and guide volunteers and volunteer steering and host committees

- Assist in the development of all gala logistics, including venue selection, guest registration, stage program, onsite volunteer management, and all follow-up activities as necessary
  - Assist in the development and proofing of gala materials, including print and email invitations, social media promotion, on-site signage, slide shows, print and digital media ads, etc.
  - Coordinate with the Pridelines marketing person, developing timelines for materials to be submitted and participating in check ins to ensure quality and timely materials
  - Manage vendors and contracts (caterers/valet, entertainment, etc.)
  - Manage live and/or silent auction, including item procurement and listing, auction promotion, and donor appreciation
- Lead all Pridelines development programs, including:
    - Corporate Sponsorships
    - Executive Director's Circle Membership
    - Annual online fundraising campaigns
    - Give Days
    - Dining Out For Life
    - The SMART Ride
    - Pridelines Masquerade Ball
- Represent Pridelines at events, as needed, including:
    - Pride
    - Community events
    - Commission meetings and hearings
    - Coalition gatherings
    - Other relevant events

**Qualifications:**

- A minimum of 2 years of experience in fundraising preferred
- Proficiency in Excel, Word, Google Apps is preferred
- Coalition-building and management experience a plus
- Candidates must be able to travel and lift and carry up to 30 lbs.
- Candidates must be highly organized, detail-oriented, and able to handle multiple projects simultaneously in a fast-paced environment
- Candidates must also have excellent speaking and writing skills, computer proficiency, and strong verbal communication skills
- The successful candidate will demonstrate a commitment to advancing Pridelines' goals and objectives and to the organization itself
- Applicant must currently live in or be willing to relocate to Miami-Dade County

Pridelines offers a highly competitive compensation package, provides opportunity for advancement, and has excellent benefits including generous vacation/holiday time, as well as comprehensive health, dental, and life insurance and a 401k retirement plan.

**To Apply:**

Please send a cover letter and resume or CV to [careers@pridelines.org](mailto:careers@pridelines.org) with the title "Development Officer - application" in the subject line. Cover letter and/or resume must include your current address. Please address cover letters to Victor Diaz-Herman.

Please note: Due to the high volume of applicants we receive, we are not able to respond directly to everyone. We will contact you if your qualifications match the position's requirements. If there is not a match, we will retain your materials for future reference. Thank you!

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*Pridelines is an equal opportunity employer, and we encourage transgender people, gender non-conforming people, people of color, and people living with HIV to apply for open positions.*

*Pridelines is South Florida's oldest LGBTQ direct services agency and Miami-Dade County's LGBTQ community center, dedicated to supporting, educating and empowering South Florida's LGBTQ youth and community in safe and diverse space to promote dialogue, wellness, and to foster social change.*