

# JOB POSTING

**The Florida United Methodist Children's Home, a Nonprofit organization,  
is currently seeking applicants for the following position**

## **Development Specialist I**

**We are a faith-based organization, creating an atmosphere which enables children  
and families with special needs to experience God's love and care  
as presented in the life and ministry of Jesus Christ.**

### **SUMMARY**

Development Specialist I is an entry level position that is responsible for maintaining the overall integrity of the donor database. This person will contribute both independently and as a team member to the overall fundraising and recruitment efforts of the organization by performing the essential functions listed below.

### **EDUCATION AND/OR EXPERIENCE**

- Minimum High School Diploma or GED
- Minimum of two years experience in a development/fundraising setting preferred

### **QUALIFICATIONS**

- Attention to detail and accuracy a must.
- Proficient in MS Word and MS Excel, Access, Outlook and the internet. Ability to work from multiple tabs/windows across multiple programs
- Bookkeeping experience preferred.
- Self-starter with ability to work well under pressure, manage multiple projects simultaneously, meet deadlines and pro-active problem solver
- Sensitivity to the service population's cultural and socioeconomic characteristics

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Process monetary and in-kind donations, generate gift acknowledgements
- Create new records, input/update address information, notes, relationships, and other pertinent information in records as needed
- Welcome occasional visitors and accept deliveries
- Prepares deposits and codes the information in advance of data-entry; verifies input to ensure accuracy of completed work, and scans/edits for errors during processing
- Responds to donor and staff inquiries by researching and resolving problems related to transactions handled by the department
- Address inquiries and requests via phone, email, or in person from donors.
- Generate, assemble and process outgoing direct and mass mailings, fulfillments, newsletters and other print communications as necessary.
- Such other duties as assigned.
- Occasional night or weekend hours required for special events, as required to support the organization.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory duties.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

**If you are interested in the above position, please submit a resume via email to  
[jobs@fumch.org](mailto:jobs@fumch.org), or fax it to (386) 668-3363, Attn: Human Resources**