

JOB TITLE: Director of Member Development, Education, and Events
LOCATION: West Palm Beach
CLASSIFICATION: Full time
REPORTS TO: Chief Executive Officer

Job Summary:

We are seeking a highly skilled and experienced Director of Development, Education, and Events to lead our organization's fundraising, membership development, and event strategy. The ideal candidate will be responsible for coordinating events, securing funding, building relationships, and managing data to drive our mission forward.

Responsibilities:

- Coordinate and execute events, conferences, and networking opportunities
- Collaborate with cross-functional teams to align development, education, and event initiatives
- Build and maintain relationships with donors, sponsors, and partners
- Develop and implement fundraising strategies to meet annual goals
- Cultivate and grow membership programs
- Manage and analyze data to inform strategic decisions
- Manage budgets and ensure effective resource allocation
- Serve as a liaison to the marketing team to ensure brand consistency

Requirements:

- 5+ years of experience in development, education, or events
- Proven track record of success in fundraising and event planning
- Excellent communication, relationship-building, and project management skills
- Ability to work independently and as part of a team
- Strong problem-solving and strategic thinking skills
- Bachelor's degree in a related field

Nice to Have:

- Experience in the medical non-profit sector
- Proven track record of successful grant writing and fundraising campaigns
- Excellent communication and project management skills
- Knowledge of industry trends and best practices
- Certification in fundraising or event planning
- Familiarity with marketing principles and branding strategies