

# Resource Development - Volunteer



Young Non-profit looking for a 'can-do' person who is extremely organized, task oriented, pleasant personality, strong interpersonal skills, great attention to detail, creative, results driven and shares our passion for culture, art, innovation and building relations for our organizations. This position is a very pro-active. Start immediately with the possibility of continuing through the school year. PART TIME - 10 HOURS PER WEEK.

## RESPONSIBILITIES

- Work closely with staff teams and lead the annual development efforts.
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- Manage volunteers to development efforts and steward those gifts and contributors.
- Identify funding opportunities for other existing initiatives through prospecting efforts.
- Work with staff in the implementation of grant making and grant monitoring processes.
- Other duties related to resource development or assigned.

## Qualifications

- Love for Art and Culture
- Ability to learn quickly, demonstrates initiative, adapt /adjust to shifting priorities, and becoming the best.
- Proficient in the use of social media networks and ad platforms (Facebook, Twitter, Instagram, etc.)
- Outstanding written and verbal communication skills
- Desire to come up with new ideas on how the organization can grow.
- Endless creativity, enthusiasm, and the impatient desire to blow peoples' minds.
- Superior English skills verbal and written.
- Spanish a plus

## Benefits

- Career growth: We encourage you to grow by providing formal and informal development programs, coaching and on-the-job challenges. We want you to ask questions, take chances, and explore.
- Mentoring in Grant Writing and Non-Profit Management
- Certification of time and work for School, job, or other references
- Networking with world class artists
- Learn to work with multicultural teams and international networks.
- Free access to theater performances
- Free access to acting workshops
- Monthly Amazon gift card

More information:

Queca Gordillo +1 305 588 5666 | Carolina Laursen +1 305 934 9320 | Nuria Ferrer +1 305 399 4631

[produccion@primeractoff.org](mailto:produccion@primeractoff.org) | [www.primeractoff.org](http://www.primeractoff.org) | @primeractoff

**First Act Florida Foundation (PAFF)** is a non-profit organization that works for social integration without distinction of nationality, gender, or social condition, through the performing and audiovisual arts. We want to create a unified Hispanic cultural identity in South Florida.