



Career opportunities available at Miami Lighthouse for the Blind

Major Gifts Development Manager

Miami Lighthouse for the Blind and Visually Impaired has a national reputation as a Center of Excellence and is Florida's largest private agency serving the blind and visually impaired offering transformational programs that empower people affected by vision loss to lead independent lives.

Miami Lighthouse ranks among the elite 3% of U.S. nonprofits having earned a 4-star rating for six consecutive years from Charity Navigator, the nation's premier independent nonprofit evaluator. Receiving such a distinction reflects our sound fiscal management, responsible use of donor dollars, and financial strength.

Miami Lighthouse seeks a results-oriented Major Gifts Development Manager to be personally responsible for cultivating, soliciting, and closing gifts from individuals and to team with the President and CEO, other staff and board members in meeting yearly fundraising goals. We offer competitive salary and full benefits. This position reports directly to the President and CEO.

Interviews will start on the week of January 13th, 2014.

Qualifications:

- Bachelor's degree from an accredited institution of higher education.
- Three years of significant experience in fundraising, especially major gift work.
- Knowledge of Miami-Dade philanthropic community required.
- Exceptional verbal and written communication skills.
- Ability to work a flexible schedule, including evenings and weekends.
- Demonstrated ability to develop and sustain positive relationships with donors, including asking for and closing gifts.
- Able to speak effectively before board of directors, agency employees, community groups and other stakeholders; skilled at persuading and influencing others.
- Strong planning and organizational skills, including ability to manage complex responsibilities.
- Self-motivated, organized, and able to work with good judgment and with unquestioned confidentiality with regard to Lighthouse information and donor records.
- Knowledge of Microsoft Word, Excel, PowerPoint, Outlook and other databases; The Raiser's Edge preferred.
- Ability and willingness to travel to meet with donors and prospective donors.
- Affinity with the overall mission of Miami Lighthouse for the Blind and Visually Impaired.
- Personal characteristics associated with successful development professionals, including sound judgment, impeccable integrity, demonstrated initiative, appropriate professional appearance, and attitude and personality to work effectively with colleagues, Miami Lighthouse staff members, volunteers, and constituents.
- Valid driver's license and reliable transportation.
- High degree of discretion when dealing with confidential information.
- Must be able to successfully pass a criminal background and a drug test screening.

Early Intervention Specialist

Miami Lighthouse is seeking an Early Intervention Specialist to provide comprehensive rehabilitation and developmental training, and family/home intervention services to children aged birth through five. Work will be on a home intervention basis, but not limited to.

The ideal candidate should have the following qualifications:

- Bachelor's degree in education, early childhood, special education, psychology, TVI or pediatric OT with 2 years of experience.
- Experience working with infants and toddlers.
- Ability to work a flexible schedule.
- Experience working with children with disabilities or therapeutic playgroups preferred.
- Ability to communicate effectively in verbal and written English.
- Bilingual (English/Spanish) preferred.
- Completion of VIISA and INSITE training within two years of hire.
- Proficient in use of computers including Word, Excel, Outlook and Internet research.
- Valid Florida Driver's License and/or ability to get to clients' home or various locations.
- Excellent interpersonal and communications skills.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, their families and the general public.
- High degree of discretion when dealing with confidential information.
- Must be able to successfully pass a drug test and criminal background screening.

Technician / Driver

This position is responsible for the day-to-day activities necessary to implement the eye health screenings for the Hedis program, including driving to doctor's offices.

The ideal candidate should have the following qualifications:

- High School Diploma or equivalent required. Associate's degree from an accredited college preferred.
- Optometric or medical office experience preferred.
- Minimum one year of experience driving a van or bus preferred.
- Must possess a valid Florida driver's license and good driving record.
- Must be able to lift and carry a 65 lbs. ophthalmic camera daily.
- Ability to work a flexible schedule.
- Ability to communicate effectively in verbal and written English.
- Bilingual in English and Spanish required.
- Good computers skills and working knowledge of Microsoft Office.
- Ability to work under minimum supervision.
- Ability to work well with people of diverse backgrounds and disabilities.
- Ability to write reports and correspondence.
- Excellent interpersonal and communications skills.
- High degree of discretion when dealing with confidential information.
- Must be able to successfully pass a drug test and a criminal background screening.

Public Relations and Marketing intern

The public Relation and Marketing Intern will assist the Development department with special events (i.e. silent auction assistant, registration, greeting guests, set-up/tear down of events, etc.); invitations and acknowledgment mailings; developing stories and writing copy for upcoming newsletter; conducting on-line research of foundation prospects and general office support of the grant application process; and filing and organization of file and marketing supplies rooms. This is an unpaid internship.

Application Process:

For immediate and confidential consideration, please forward your resume or application and salary requirements to:

Mabel Lopez
Human Resources Manager
601 SW 8th Avenue, Miami, FL 33130
E-mail: employment@miamilighthouse.org
Fax: (305) 285-6967

For information about our services and programs please visit our website at
www.miamilighthouse.org

ABOUT MIAMI LIGHTHOUSE

Miami Lighthouse for the Blind and Visually Impaired, Inc. is Florida's oldest and largest vision rehabilitation organization with a mission to provide vision rehabilitation and eye health services that promote independence, to educate professionals, and to conduct research in related fields. Services are provided free-of-charge to individuals of all ages who are blind or visually impaired and reside in Miami-Dade or Monroe County. The agency has more than 80 years of fiscal and administrative experience delivering nationally recognized best practices in rehabilitation training and other vision-related services based from its state-of-the-art 37,000 sq. ft. facility located in downtown Miami, Florida. This facility houses more than sixty highly qualified, multicultural/multilingual professional staff committed to delivering rehabilitation, comprehensive eye examinations, vocational and social services to approximately 1,000 individuals monthly, most of whom are low income.

Miami Lighthouse has received five consecutive 4-star ratings, the highest rating possible, from the national evaluator, Charity Navigator, placing us among the top 4% of non-profits in the U.S. based upon our efficient use of donor dollars. Only 6¢ of every donor dollar goes to fundraising expenses.

EOE/DFWP