



Changing Central Florida One Grant at a Time

Network News

Professional Development for Grant Seekers is a Good Investment

July Speaker:

Margaret Linnane, Executive Director, Philanthropy and Nonprofit Leadership Center

Special points of interest:

- New meeting time and location
- Featured July Speaker Margaret Linnane
- Installation of Officers

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2007-08 Officers

Joel Henderson, President
407-933-0870, Ext.224
Georgiana Tynes,
President-Elect
321-720-7729
Melanie Campbell,
Secretary
407-905-8827
Cara Eule, Treasurer
407-933-0870 x 235

Directors

Karen Cole
Khadija Pirzadeh
Teresa Shipley
Terry Zwicker
Christine Lewis
Jana Parpart

Ask any successful "grant writer" where they learned their trade and most will say "on the job training." However if you ask them how they honed their skills to win major grant awards, they will usually refer to professional development opportunities they attended over the years that gave them meaningful tips to achieve a competitive edge.

Be sure to attend the next general membership meeting of the Grant Professionals Network of Central Florida, Inc. to learn more about the importance of continuing your education in grant and resource development. Margaret Linnane, Executive Director of the Rollins College Philanthropy and Nonprofit Leadership Center, has graciously agreed to share information on the benefits of career development in the philanthropy field. The July 25 meeting will be held at our new location at the Heart of Florida United Way Dr. Nelson Ying Center, 1940 Traylor Blvd, in Orlando. Networking and refreshments will begin at 8:45 a.m. with the program beginning at 9 a.m. Following the program, Margaret will install the new officers and directors. The new officers for the July 2007 to June 2008 fiscal year are: President Joel Henderson, President-Elect Georgiana Tynes, Secretary Melanie Campbell, Treasurer Cara Eule and directors Karen Cole, Khadija Pirzadeh, Teresa Shipley, Terry Zwicker, Christine Lewis, and Jana Parpart.

IMPORTANT REMINDERS:

NEXT GENERAL MEMBERSHIP MEETING

Wednesday, July 25, 2007, 8:45 a.m.

**New regular schedule — the fourth Wednesday of each month
at our new location in the**

Heart of Florida United Way Dr. Nelson Ying Center

REMEMBER TO PAY YOUR DUES FOR 2007-08.

**Be sure to update your contact information
and drop it in the mail with your dues payment
for the July 1 to June 30 fiscal year (See page 6).**



GPN Meeting Dates and Location to Change Effective July 25, 2007

Effective July 25, 2007, the Board of Directors of the Grant Professionals Network of Central Florida, Inc. (GPN) voted to change the location of our general membership meetings to the Heart of Florida United Way Dr. Nelson Ying Center, 1940 Traylor Blvd. in Orlando. Located near the intersection of 441 and Princeton St., the facility is centrally located. To adapt to United Way conference room availability, the meetings will be held the fourth Wednesday of each month. This decision was based on many beneficial factors including that there is no rental fee (as with our current location), the facility has well designed meeting rooms with accommodations that support the use of technology, and there are potential reciprocal benefits of collaborating with United Way in training and resource development.

The next fiscal year (July 1-June 30) meetings are scheduled for:

July 25, 2007
August 22, 2007
September 26, 2007
October 24, 2007
November 2007—To be announced
December—Awards Breakfast in lieu of meeting
January 23, 2008
February 27, 2008
March—Annual Conference in lieu of meeting
April 23, 2008
May 28, 2008
June 25, 2008

Editor's Corner

If you have an article or news item for publication in the next issue, please forward the information to Shannon Callahan at callahas@osceola.k12.fl.us no later than **August 10, 2007.**

Many thanks to everyone who contributed to this month's issue of
GPN Network News!

Shannon Callahan, Editor



Exciting Employment Opportunities !!

Orlando Fringe Seeks Development Director

ORGANIZATION: The Orlando International Fringe Theatre Festival is a 501 (c) (3) organization and the oldest operating Fringe Festival in North America. Held in Loch Haven Park, this 12-day theater and performing arts festival presents over 500 performances featuring nearly 100 performing companies, artists and arts organizations from the US, Canada and the UK. The mission of the Fringe is to provide an accessible, affordable outlet that draws diverse elements of the community together and inspires creative excellence through the arts. The Orlando Fringe's strictest guideline is that 100% of ticket sales are returned to the artists. Celebrating 17 years, the Orlando Fringe has a strong reputation locally, nationally and even internationally. Detailed information about programs and the organization in general can be found at www.orlandofringe.org.

The Orlando Fringe has grown in patron and artist attendance year over year and has increased visibility and importance in the Orlando arts community. The organization is now poised for a strong Development Director. This is a perfect opportunity for a natural leader with an entrepreneurial spirit to help the Orlando Fringe reach its full potential.

BUDGET & STAFF: The Development Director reports to the Board of Directors and works with full and part-time staff members, and is responsible for raising a significant portion a \$500K annual budget.

BASIC FUNCTION: This is a new and full time position. Candidate will be responsible for the design, implementation and management of a development program in alignment with the organizational mission and creative direction. Such a program includes obtaining sponsorships, in-kind donations, an annual giving program, and assisting with grant management while instituting best practices for the organization. Successful candidates will be a self-starter, possess strong organizational, interpersonal and communication skills, and have experience with grant management. Candidate should also have experience in donor relations and stewardship, database management,

event management, direct-mail science, donor research and prospect research or equivalent experience also preferred.

REPORTING RELATIONSHIPS: The Development Director reports to the Board of Directors. The Development Director works in close partnership with the Producing Artistic Director, who manages office and festival staff and coordinates artist activities, and who also reports directly to the Board of Directors.

RESPONSIBILITIES:

Specifically, the Development Director:

- Plans, leads, and helps execute fundraising efforts. In collaboration with the Board, the Development Director meets and networks with funders and prospective donors and is responsible for enhancing revenue streams.
- Works collaboratively with key staff, particularly the Producing Artistic Director, oversees grant compliance and reporting.
- Initiates and maintains cooperative and collaborative relationships with local, state and national arts organizations, local nonprofit organizations, and other agencies that support the Orlando Fringe mission.
- Establishes and nurtures relationships with businesses, elected officials, and others who can help fund and support programs.
- Manages fiscal sponsorship relationships. This includes receipt and acknowledgement of donations.
- Manages donor database and creates all mailing for the annual fund.
- Serves as first point person for all inquiries from potential and current donors.
- Represents the Orlando Fringe at community events.
- Works with the Producing Artistic Director in organizing fundraising events.
- Oversees the creation of fundraising materials, both print and web-based.
- Maintains communication and handle all correspondence from and to donors.
- Assists in budget development and management.



Exciting Employment Opportunities !!

Orlando Fringe Seeks Development Director (Continued)

REQUIRED BACKGROUND:

- A passion for the arts
- Minimum of 3-5 years experience in non-profit organizations. The equivalent in the private sector is also acceptable. Must have an understanding and experience with the laws governing charitable organizations. Familiarity with arts organizations is a plus.
- Record of successful fund raising from public and private sources to support nonprofit agency programs.
- Proven manager, motivator and leader. Possess warmth, patience, perseverance, humor and the utmost integrity. Enthusiasm, people skills, commitment, and an inspirational leadership style are a must. Ability to work in close partnership with the Producing Artistic Director as a peer.
- Financial acumen including budgeting, and fiscal management.
- Extensive experience working with Boards of Directors.
- Exemplary communication skills including public speaking and writing, and an ability to network with community representatives, business executives, foundation officials, donors, and the media.
- Ability to understand ones strengths and acknowledge ones weaknesses to then ask for support and/or delegate those responsibilities.
- Bachelor's degree in a related field.

STATUS/REQUIRED HOURS: The position is a full time exempt position where the candidate is able to work from home or from the Orlando Fringe office. Forty hours a week required, daily schedule flexible and determined by the changing needs of the organization.

COMPENSATION: Final salary offered will be based on the applicant's meeting job qualifications and commensurate relevant experience. Salary range: \$30,000-\$35,000 annually, and will be reviewed regularly based on goal achievement. Health insurance, and two weeks paid vacation provided.

TO APPLY:

Submit your resume, and a letter of interest that articulates your experience as it relates to our needs by August 5, attention Kelly Daniel at kdaniel68@gmail.com.

The Orlando Fringe is an equal opportunity employer committed to developing the leadership skills of people from diverse backgrounds. We are committed to identifying and recruiting a broad and diverse pool of qualified candidates for this position.

For more information about the Orlando International Fringe Theatre Festival feel please visit the website at Orlandofringe.org or contact Producing Artistic Director - Beth Marshall at producer@orlandofringe.org or 407-648-0077 x 1.

GPN is on the Web!
Visit www.gpninc.org



Exciting Employment Opportunities !!

Continued

BETA Seeks Volunteer and Special Event Coordinator



POSITION SUMMARY:

The BETA Volunteer and Special Event Coordinator is responsible to support the BETA mission by planning and coordinating all activities of volunteers as well as special events. The Volunteer and Special Event Coordinator arranges the schedule of tours with United Way and other civic or volunteer organizations. Each development team member is responsible for raising financial goals to be established each year and to participate in the development budget process.

ESSENTIAL RESPONSIBILITIES:

- Confer with administrative staff to plan volunteer programs consistent with the needs of the BETA mission
- Recommend establishment of policies and procedures for work hours and types of service to be performed by volunteers
- Recruit and secure services of volunteers to teach procedures and techniques
- Develop volunteer recruitment and retention program
- Assign volunteers to various services, programs, and special events within the agency; suggest and direct projects to be carried out by volunteers
- Speak to community groups, explaining BETA activities and the role of the volunteer program
- Conduct surveys to evaluate effectiveness of the volunteer service and development program

- Prepare statistical reports on extent, nature, and value of volunteer service
- Arrange for recognition of volunteers for their services
- Lead staff coordinator for Point of Entry Tours
- Solicit in-kind donations as directed
- Schedule and coordinate United Way presentations and tours
- Conduct additional presentations and tours as needed
- Coordinate the United Way Employee Campaign
- Provide backup to the Development Team as needed/required

TO APPLY:

Please send resume and cover letter to:
 BETA Center: Human Resources
 4680 Lake Underhill Rd.
 Orlando, FL 32807
 Email: employment@betacenter.org
 Phone: 407-398-6206 Fax: 407-381-0907

Additional details about BETA Center are available at <http://www.betacenter.org/>.

TIP: Review your resume annually and update if necessary.



Grant Professionals Network of Central Florida, Inc.

Membership Renewal Dues Notice for New Fiscal Year July 1, 2007 – June 30, 2008

___ Renewal ___ New Member

Name	
Organization/Agency	
Address	
City, County, Zip Code	
Phone	
FAX	
E-mail	
Website	
*Agency Focus	

**New for roster (children, seniors, homeless, special needs, education, human services, etc.)*

MEMBER TYPE (Check one)

___ **Individual Membership** - (\$50) Individual members are entitled to all privileges of Grant Professionals Network of Central Florida, Inc. (GPN) membership including attendance at monthly meetings featuring guest speakers on topics of interest to grant seekers, the right to one vote and to hold office, discounts on training opportunities, subscription to the e-newsletter, listing in the membership roster on the GPN website, and more.

___ **Agency/Organization Membership** - (\$100) Agency/Organization GPN membership privileges extend to all employees in an organization's grant/development office. This includes attendance at monthly meetings featuring guest speakers on topics of interest to grant seekers, discounts on training opportunities, one agency/organization member listing in the GPN roster on the website, and more. Each member organization is entitled to one vote which may be cast by any eligible employee and one e-newsletter subscription which may be forwarded by the member of record listed in the membership roster. If you are subscribing with an agency membership, please other participating employees.

	Name	Phone	Email
1			
2			
3			
4			

___ **Student Membership** – (\$25) College students are eligible to join GPN and enjoy all the privileges of individual membership.

PAYMENT TYPE (Check one) Check # _____ Purchase Order # _____

Please make check payable to **Grant Professionals Network of Central Florida, Inc.** and mail payment with form to: **GPN, P. O. Box 532051, Orlando, Florida 32853-2051.**

Please volunteer for a GPN committee:

- | | |
|---------------------------------|---------------------------|
| ___ Activities Committee | ___ Legislative Committee |
| ___ Annual Conference Committee | ___ Finance Committee |
| ___ Communications Committee | ___ Training Committee |
| ___ Hospitality Committee | ___ Membership Committee |