

## **FUND DEVELOPMENT MANAGER - UPSTATE**

### **Out-Based, Upstate Area**

Girl Scouting is the largest organization for girls in the world. Our mission is to build girls of courage, confidence, and character who make the world a better place. Through activities in science and technology, business and economic literacy, and outdoor and environmental awareness, Girl Scouting provides girls with opportunities for fun and friendship while fostering the development of leadership skills and self-esteem.

Girl Scouts of South Carolina – Mountains to Midlands council is the largest organization serving girls in South Carolina. The council has a current membership of close to 10000 girls, more than 2,500 volunteers and a staff of 45 (plus an additional 50+ seasonally). With an annual council budget of \$3 million, our service is currently supported through three administrative service centers, five camps, four out-based offices, and three troop program sites.

### **POSITION SUMMARY**

Responsible for developing an active portfolio of prospective donors to include fostering relationships with past donors while cultivating and soliciting new prospects through appropriate development techniques, raising funds and acquiring donations. Responsible for implementing and managing the development and stewardship process in the community for individual gifts, upgrades, and retention, Emerald Circle, Alumnae, related events and recognitions. Develops and performs measurable goals and plans to meet financial objectives.

### **OBJECTIVES / RESPONSIBILITIES**

- Responsible for developing and managing an active portfolio achieving benchmark targets and closures exceeding the minimum annual goal as outlined in the Fund Development plan.
- Under the direction of the Director, cultivate and solicit new donors and reestablishes relationships with lapsed donors by cultivating an ongoing relationship designed to move a donor prospect to a greater level of engagement, makes personal contact with donors focusing on retention and upgrades of individual gifts, gaining sound understanding and commitment of the donor.
- Initiates discovery calls to build and manage database prospect pool; cultivates and solicits prospects through personal visits and written communication.
- Partner in driving the Emerald Circle campaign (within an assigned area), providing direction and encouragement for regular contributions supporting girl leadership.
- Design and implement Alumnae strategy and appeals seeking renewed commitment and funding connections for lasting commitments.
- Plans, manages, and implements fundraising campaigns and events through volunteer empowerment fundraising and cultivation initiatives, maximizing donor contributions.
- Implement the overall case for support and position information for all fund development initiatives.
- Develops and manages budgets and associated plans of work.
- Provides professional expertise and direction in all aspects of fundraising to volunteer committees, and staff to promote the Girl Scout image and donor cultivation.
- Works with the Director to develop goals for the fundraising plan and events schedule and manage assigned tasks.
- Researches and builds relationships with potential donors, sponsors, and partner opportunities.
- Timely submission of tracking donors in database (Raisers Edge).

- Serves as a member of the team helping establish priorities, assist with new projects and initiatives, and supports in introducing changes in the organization.
- Attends other meetings as appropriate with staff, volunteers, service centers, etc.
- Assists in the smooth functioning of the council by performing other duties as assigned.

### **QUALIFICATIONS**

- Four-year degree in business, communications public relations, marketing or closely related field.
- Two years of professional experience in development, marketing, communications or a closely related business environment with demonstrated results in initiating relationships, cultivating interests or sales, and securing support and participation.
- Proven leadership exhibiting good judgment to make sound decisions.
- Proficiency of Microsoft Office Suite, internet and research applications.
- Experience in Salesforce or other directly related sales/lead database programs helpful.
- Exceptional written, verbal, listening and interpersonal skills with the ability to be diplomatic, persuasive, and build support and commitment.
- Excellent listening and interpretive skills in order to identify, assess, and respond to customer needs.
- Demonstrated ability to handle sensitive information and maintain confidentiality.
- Ability to work a flexible schedule, including some evening and weekends. Ability to travel as job requires.
- Demonstrated ability and proficiency to perform data entry with extreme accuracy.
- Superior organizational skills, with the ability to carry out a variety of responsibilities with shifting priorities.
- Meticulous attention to detail, organizational and time management skills; the capacity to manage daily workflows and deadlines with equanimity.

### **REQUIRED SPECIALIZED OR TECHNICAL KNOWLEDGE**

- Demonstrated superior time management skills, working independently to prioritize while managing multiple deadlines.
- Superior networking and people skills plus the ability to approach and communicate with and to diverse audiences.
- Demonstrated presentation skills, and ability to create the messaging according to the specific audience.
- Working Knowledge of Raisers Edge preferred, donor database management experience required.
- Ability to give and receive information by telephone and in person.
- Ability to give, receive and analyze information, formulate work plans, prepare written materials, articulate goals and action plans.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Working knowledge of a customer service delivery model and engaged, participatory management.
- Ability to work a flexible schedule, which includes day travel and regular evenings and some weekends.
- Perform tasks that involve the ability to exert light physical effort with may include some lifting, carrying, pushing, and/or pulling objects and materials of moderate weight (40-50 pounds).
- Must hold personal membership in the Girl Scout organization and subscribe to the tenets of the Girl Scout Promise and Law.
- Must have personal transportation and the ability to drive; possess a valid South Carolina driver's license, maintain personal auto insurance meeting council insurance company's requirement for coverage, and submit to drug test and background search.

## **BENEFITS**

- Rich, comprehensive medical (BCBS plan), dental, and vision benefits that includes Council covering 15% of the employee costs; dependent coverage is also offered
- Fully-funded Employer paid Life/ AD&D insurance plan (also offering supplemental options to include dependent coverage)
- Fully-funded Employer paid Short-term and long-term insurance disability plans to ensure you have that extra coverage if needed
- Robust 401(K) Retirement Savings Plan with employer match to support you saving for the future
- Generous PTO accrual by pay period along with holidays and floating days
- Mileage reimbursement for those travel times
- Employee Assistance Program offering a vast array of support and guidance to include Will preparation, saving for a mortgage, etc.
- Flexible Spending Account that helps you save even more with medical needs

## **HOW TO APPLY**

This Vacancy Notice will remain active until all position openings are filled. For consideration, please forward your cover letter, resume and salary requirements to [humanresources@gssc-mm.org](mailto:humanresources@gssc-mm.org).

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