

VACANCY ANNOUNCEMENT

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 11,800+ girls and 5,000+ volunteers and a staff of 54 (plus an additional 60+ seasonally). With an annual council budget of \$5 million, our service is currently supported through three administrative service centers, five camps, 4 out based offices, and 3 troop program sites.

The Individual & Major Gifts Manager will work closely with the senior leadership team in targeted philanthropy and report to the Chief Advancement Officer. The incumbent will be accountable for the identification, cultivation, and stewardship of individual and major gifts through management of the Council-wide initiative. He/she is responsible for creating and implementing a comprehensive plan to attract new individual donors, retain existing donors as well as increase current donors' support for and engagement with the Council through other annual and capital appeal opportunities.

ACCOUNTABILITIES

With the responsibility for attracting new donors and stewarding retained donors, the Individual & Major Gifts Manager will have the following key accountabilities:

- Develops portfolio of prospects, including research and cultivation of donors
- Directly solicits individuals, close on gifts, and develop and ensure follow through on donor acknowledgement and retention efforts;
- Coordinates the development and tracking of annual strategies, budgets and schedules related to giving efforts;
- Develops creative giving programs for individual donors; and
- Plans and manages special cultivation and stewardship events targeting individual donors.
- Identifies and cultivates new relationships with major gift prospects and donors, manages prospect research, donor correspondence, the acknowledgement process and ongoing stewardship of donors;
- Develops and maintains a major gifts portfolio of 150+ gift prospects;
- Understands and matches the needs and objectives of prospective donors with the fundraising goals of the Council;
- Works and interacts with program staff and participate in special events with a focus on and promotion of major gifts;
- Develops and participates in solicitation visits;
- Writes/edits proposals for presentations to major donors;
- Develops and participates in a system of prospect identification and evaluation;
- Cultivates major gift donor prospects through correspondence and facilitates personal visits with the CEO, Chief Advancement Officer and/or Board Members as appropriate;
- Conducts a minimum of 4 face to face visits per week to move donors to planned objective;



- Develops individual, targeted plans for each donor. Tracks progress internally through Raiser's Edge and creates weekly formal contact reports and produce reports on activity and donor status.
- Develops creative strategies for identifying and engaging diverse constituencies critical to the Council's fundraising goals;
- Provides monthly revenue and expense projections to the Chief Advancement Officer;
- Attends Council events and represents the Council in a positive light to donors, prospects, and other constituent groups;
- Maintains positive relationships that enhance the image of the Council;
- Maintains current records in database and in paper files;
- Ensures that all campaigns are in compliance with Girl Scout's standards, policies and procedures;
- Identifies and communicates to Council leadership all potential opportunities and/or relationships that will increase our Council's ability to raise funds.
- Identifies challenges and recommends solutions to executive leadership team; balances competing priorities and works collaboratively with colleagues.
- Other duties as assigned.

QUALIFICATIONS

The Individual & Major Gifts manager will need to have a minimum of 3 years experience in a manager role with focus on like-type accountabilities. A Bachelor's degree is required. Documented experience supporting the mission and goals of a similar sized organization to the Girl Scouts of South Carolina – Mountains to Midlands council is a valuable attribute.

COMPENSATION/BENEFITS

The council offers a highly competitive compensation plan commensurate with the qualifications and experience of the individual selected. There is a comprehensive benefits package including generous time off, health, dental, life, STD, and LTD insurance options, 401K, Health Savings Account, and other attractive features. The position supports the entire council efforts and will travel throughout the jurisdiction with mileage and expense reimbursement provided. The incumbent will work from one of the three council service centers.

THE COMMUNITIES AND JURISDICTION SERVED

The Girl Scouts of South Carolina – Mountains to Midlands, Inc. serves 22 counties in the central and western regions of South Carolina. From the Blue Ridge Mountains of the Upstate to the Sandhills of the Midlands, the jurisdiction is well regarded for a low cost of living, a center for automotive and international business, a variety of outdoor activities, and over 30 institutions for higher learning. The jurisdiction is supported by three Service Centers located in Columbia, the state capital, in Spartanburg, and in Greenville, the council's corporate headquarters.

HOW TO APPLY

For consideration, please send your cover letter and resume along with salary history to:

Girl Scouts of South Carolina-Mountains to Midlands, Inc

Attn: Director, Human Resources

Five Independence Pointe, Suite 120

Greenville, SC 29615

hadmin@gssc-mm.org