

GIRL SCOUTS OF GULFCOAST FLORIDA, INC.
4780 Cattlemen Road, Sarasota, FL 34233
www.gsqcf.org

POSITION POSTING

Working for Girl Scouts of Gulfcoast Florida is an empowering commitment to help girls – all girls – achieve their full potential. It's about having the opportunity to create a meaningful career experience, while making a difference in girls' lives, in our community and in the world! Does making a difference in the lives of girls interest you? If so, then come be a part of an organization that has an inspiring and growing future – Girl Scouts of Gulfcoast Florida is hiring a full-time Fund Development Manager to help achieve its mission and maximize its impact on the communities we serve.

Email your resume and cover letter outlining your interest to: Marie Graziosi – hr@gsqcf.org

POSITION DESCRIPTION

Position Title: Fund Development Manager
Reports to: Chief Executive Officer
Location: Council Geographic 10-County Area
Schedule: Hybrid remote, office and community events, occasional evenings and weekends
Status: Full time, Exempt
Salary: Range \$48-53,000 annualized
Date: August 2022

Position Summary

The Fund Development Manager is responsible for connecting and aligning support in our ten-county area through the successful development and execution of fund development and community outreach initiatives, planning and implementing strategies to secure donors and contributions, cultivation of key community relationships, and database management resulting in the positive promotion of the image of Girl Scouting to internal and external audiences.

Essential Duties and Responsibilities

1. In partnership with the CEO, develops, manages, and implements a comprehensive and dynamic annual strategic plan to include budget and calendar coordination.
2. Maintains meticulous donor profiles and tracks communications and meetings to safeguard institutional memory of donor relationships and support the moves management process. Provides consistent updates and reports for moves management, maintaining a portfolio of existing and prospective donors and ranking to plan strategies for cultivation and gifts in partnership with the CEO.
3. Develops and manages relationships with existing and newly cultivated prospects, donors, businesses, organizations, and community stakeholders aligned with the dynamic strategic plan and ensures fulfillment of donor and sponsor benefits.
4. Develops, manages, and implements opportunities to connect and build a philanthropic relationship with Girl Scout Alum and Lifetime Members through initiatives, communications, and events.
5. Responsible for analytic research, data mining, identification, and management of potential constituent information in support of all fund development initiatives.
6. Develops, manages and implements signature fundraising and donor stewardship events.
7. Participates in community networking opportunities as a representative of Girl Scouts of Gulfcoast Florida with intentional and measurable outcomes.
8. Manages and ensures effective delivery of the council speaker's bureau initiative to strategically increase visibility and support opportunities.
9. Develops new and manages existing annual and event-specific business and community sponsorship opportunities.

10. Prepares timely, accurate, and relevant proposals, presentations, and other fundraising materials for cultivation, solicitation, and stewardship. Provides development data for marketing materials, grants and other reports or materials as needed. Provides written content, donor lists, and other relevant information for donor newsletters, annual reports, and development messaging for various communication channels.
11. Provides marcomm with all needs for media coverage.
12. Serves as a Brand Champion for the Girl Scout Mission, ensuring all collateral and messaging is consistent with Girl Scouts of Gulfcoast Florida and Girl Scouts of the USA and management of the Girl Scout Brand Guidelines.
13. Responsible for ongoing accurate recordkeeping and timely day-to-day administrative tasks while following prescribed policies, protocols, and procedures.
14. Works collaboratively with colleagues across the council and contributes to building a cohesive, flexible, and productive staff that demonstrates the values and mission of Girl Scouts.
15. Maintains a working knowledge of products, promotions, and the Girl Scout Leadership Experience.
16. Ensures diversity, inclusion, and pluralism are embraced and incorporated into the work of the council.
17. Supports the strategic priorities of the council.
18. Performs other duties as assigned by supervisor.

Education, Experience, Skills and Qualifications

- Belief in the mission, principles, values, and standards of the Girl Scout Movement
- Willingness to take appropriate training and be a member of GSUSA
- Bachelor's Degree desirable
- Prior three-year minimum position-related experience or any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position required
- Demonstrated competencies will include knowledge of general fundraising principles and proven results (in a nonprofit setting preferred), leadership, networking and relationship management, collaborative project management, oral and written communications, marketing and/or public relations, and interpersonal skills
- Ability to perform accurate data entry and utilize donor data management software (DonorPerfect); proficient computer operation skills, including Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint); and familiarity with current social media channels and tools
- Demonstrated superior written/verbal communication skills, and high-level proficiency in general office and recordkeeping skills; human relations skills; unequivocal commitment to inclusion and ability to work with persons of all racial, ethnic, social, and economic backgrounds; recognition of confidential matters; and the ability to handle appropriately and with discretion
- Highly organized and able to plan and implement multi-faceted workload with minimum supervision, self-directed, and a team player that will contribute to a positive organizational leadership culture
- Ability to successfully complete tasks requiring both analytical and critical thinking skills
- Ability to creatively solve problems and identify solutions in professional manner
- Ability to work for extended periods of time at a keyboard/phone/workstation and perform tasks in a busy office environment where noise level is moderate
- Requires physical strength and agility to safely perform all essential functions, including the ability to lift, carry, push, or pull (minimum 20/25 pounds) job-related equipment without assistance
- Ability to work a flexible schedule to include occasional evenings and weekends
- Ability to travel in geographic area during the day and night hours and perform position-related responsibilities in a wide variety of venues and environments
- Daily access to transportation is required; documentation of automobile insurance and ability to transport self and supplies to position related activities is required
- Bilingual in Spanish or ability to verbally communicate in Spanish desirable
- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

This document does not constitute a contract and is subject to revisions at the council's discretion.
 Equal Opportunity Employer/Drug Free Workplace