girl scouts of the chesapeake bay

Job Title: Fund Development Specialist
Department: Fund Development Location: Newark
Reports To: Chief Development Officer (CDO)

FLSA: Exempt: __X__ Non-Exempt: _____

Job Summary

This position serves as an integral part of the fund development department and is responsible for implementing goals and plans to meet the council's fundraising objectives. This position is accountable for identifying and cultivating potential sources of funding, including individual, foundation, corporation, government, organizations, and United Way funding.

Essential Duties and Responsibilities

- Aggressively seeks and establishes a presence in the community to increase Girl Scout's visibility and new funding sources with an emphasis on the Northern portion of the Delmarva Peninsula.
- Prepare proposals for gift opportunities in response to inquiries and/or cultivation of gifts.
- Identify, cultivate, and solicit prospects for major gifts and bequests for the purpose of supporting operations, outreach programs, building the endowment funds, and capital improvements.
- Manage a comprehensive cultivation tracking systems for all gifts utilizing the council's Raisers Edge database.
- Work in partnership with the Northern Advisory Council Members, Advancement Committee, staff and volunteers on a regular basis to ensure proper flow of communication.
- Coordinate Donor Recognition Events in the Northern Portion of the Council.
- Assist and/or coordinate Women of Distinction events and other fundraising events.
- Coordinate group and individual cultivation tours of the NRC, Camp Grove Point, and Camp Country Center.
- Attend community events such as mixers, award ceremonies, ribbon cuttings, chambers, rotaries, etc.
- Participate in staff and supervisory conferences as necessary.
- Other duties as assigned.

Competencies and Areas of Expertise May Include:

- Relationship Management – Participates as a professional member of the development and community relations teams in providing effective service to the community, volunteers and donors.
- Business Acumen – Understands Girl Scout purpose and federated structure. Stays current on key GSUSA and council-wide trends and best practices. Promotes the brand image.

- Fund Development – Understands the nature and dimensions of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices, and standard fundraising techniques. Exhibits confidence in asking people to contribute time and money, and produces charitable contributions.
- Oral and Written Communication – Expresses ideas and facts in a clean and understandable manner appropriate for the individual or group; listen to and comprehends what others are saying; prepares organized and structured presentations; has demonstrated ability to work with a wide range of sensitive and confidential issues and communicate effectively with a diverse group of girls, volunteers, stakeholders, and staff.
- Technical Computer Skills – Microsoft office including Word, Excel, Outlook and Desktop Publishing, and social networking.

Physical Demands and work Environment:

Occasionally required to stand; walk, site; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment. Occasionally lift and/or move up to 20 pounds. Must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures. Occasional high stress work may be required in dealing with volunteers/staff/stakeholders.

Direct Reports: None

Travel

- 25%

Education/Experience

- Bachelor's Degree and equivalent experience in Marketing, Public Relations, Human Relations & Communication
- Minimum 3 – 5 years' experience working with Non-profits
- Direct experience working with Non-profit Organizations
- Measurable success in the fields of Fund Raising and Public Relations
- Event and fund-raising planning

The Following Requirements Apply to All Positions

- Become a registered member of the Girl Scouts of the USA. Have working knowledge of the Girl Scout philosophy and program, and be committed to the Girl Scout mission.
- Cope with stressors and demands that are associated with the job and/or the work environment so that acceptable and defined levels of performance and overall contribution are maintained.
- Adaptable and flexible work environment including but not limited to working additional hours (nights and weekends) as business needs may require.
- Possess a valid Driver's License and have regular access to a reliable vehicle.

Exposure and Environment Conditions: None