**Job Description**

**Fund Development Manager**

**SUPERVISOR: Fund Development Director**

**DEPARTMENT: Strategic Initiatives**

**FLSA STATUS: Exempt**

**LAST UPDATED: 09/30/2021**

**LEADERSHIP SUMMARY**

The Fund Development Manager will infuse and model the Girl Scout Law into their everyday work to fulfill the mission of building girls of courage, confidence and character who make the world a better place.

**POSITION SUMMARY**

The Fund Development Manager is accountable for coordinating and implementing the council’s efforts in securing funding from individuals and corporations. Primary focus is managing and coordinating fundraising activities in support of organizational priorities. Under administrative direction, the Fund Development Manager identifies, cultivates, solicits and stewards donors; serves as development liaison; supports fundraising special projects, develops key initiatives and collaborates in strategic goal setting.

**MAJOR ACCOUNTABILITIES**

* Aggressively identifies and cultivates relationships with potential donors and stakeholders to support funding needs within our council.
* Develop and maintains a robust donor portfolio with a plan for donor acquisition, retention and stewardship.
* Works with other departments and the external relations team to research and identify specific funding needs of council programs/initiatives and raises funds to support those efforts.
* Identifies, cultivates and solicits philanthropic support by developing and maintaining relationships with assigned prospects, manages special projects; carries out fundraising priorities in assigned areas.
* Plays a pivotal role in the development of the GirlsFirst for Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas volunteer auxiliaries, with special emphasis on membership recruitment, volunteer management and fundraising/special events mentorship and management.
* Supports fundraising strategies and methods/activities to ensure proper acknowledgement, recognition, and stewardship of donors; collaborates with other members of the fund development and communications teams in developing campaign materials, case statements and brochures; works in collaboration to prepare reports and prospect research materials.
* Coordinates and ensures maintenance of an effective fund development data management system.
* Remains current with national, regional and local fundraising trends and laws impacting the fundraising initiatives.
* Builds working relationships and serves as development liaison to community organizations, donors and other key personnel to achieve successful fundraising; nurtures culture of philanthropic support both among internal and external audiences.
* Provides leadership in special events by managing volunteers and vendors.
* Participates in special projects and other duties as assigned.
* Manages the council's major giving program.
* Maintains and manages fund development’s special event and major giving budget.

**SUPERVISORY ACCOUNTABILITIES**

**Staff:** None

**Committee(s):** None

**CULTURAL EXPECTATIONS**

**E**mpathy – Approaches others with a service mindset. Offers humility and inspires trust. Trusts the good intentions of others. Takes time with people. Offers respect and kindness to all. Actively listens without judgement. Offers positive alternatives to challenging situations.

**P**ossibility Thinking – Demonstrates eagerness to learn new things. Sees opportunity in ambiguity, change and transition. Displays flexibility in thinking. Explores alternatives before acting. Takes on challenging tasks. Respectfully offers collaboration with an openness to other’s ideas.

**I**nnovation – Knows the business. Thinks in unique and independent ways. Communicates ideas effectively. Learns from smart risk taking and failure. Pursues a standard of excellence.

**C**ourageous Leadership – Works for the good of the whole. Works collaboratively with all. Maintains personal integrity. Resolves conflicts constructively. Helps others to grow and develop. Involves others in decisions affecting them.

**KNOWLEDGE AND CREDENTIAL QUALIFICATIONS**

**Required**

* **Bachelor’s degree in marketing, public relations, or a related field**
* Valid driver’s license and safe driving record

**Preferred**

* **Experience in fundraising, marketing and grant writing**
* Knowledge of Girl Scout Leadership Experience

**ABILITY AND SKILLS QUALIFICATIONS**

* Ability to interact with diplomacy and tact amid diverse groups
* Ability to maintain relationships with significant and influential individuals
* Ability to solicit gifts
* Ability to adapt and respond to various situations
* Ability to maintain high level of confidentiality and professionalism
* Ability to think creatively when facing challenges
* Knowledge of development/fundraising concepts and appropriate solicitation techniques
* Close attention to detail
* Subscribes to the principles of the Girl Scout Movement
* Demonstrated ability to successfully manage multiple priorities, work independently, and meet deadlines
* Marketing and presentation skills
* Project management skills
* Adheres to the AFP Donor Bill of Rights and Code of Ethic
* Strong human relations skills and have ability to work well with people of diverse backgrounds
* Ability to exercise good judgement
* Excellent written and oral communication skills
* Excellent computer skills
* Solution driven with the ability to effectively problem solve
* Strong initiative, self-motivated with the ability to work independently to reach fundraising

**HOURS AND TRAVEL**

* Willingness to work a flexible schedule, including some nights and weekends.

**SALARY**

* Grade E

**\*\*To apply for this position, please go to: www.girlscoutsdiamonds.org**

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to complete other duties as assigned.