

JOB DESCRIPTION

TITLE: Fund Development Manager

REPORTS TO: Controller

Classification/FLSA Status: Exempt

DEPARTMENT: Development

LOCATION: El Paso

Salary Range: \$35,000 - \$45,000

POSITION SUMMARY:

The Regional Fund Development Manager is responsible for raising philanthropic support for the organization's programs and services by establishing, developing, and maintaining relationships with supporters in a particular geographic region. She/he is responsible for implementing annual campaigns, corporate, and alumni giving programs and is responsible for cultivating positive relations with donors and ensuring that the council's fund development goals are met in keeping with established ethical standards, policies, and guidelines.

Essential Duties & Responsibilities

- Work as a member of the fund development team to develop and implement a comprehensive integrated fund development plan.
- Manage regional fundraising campaigns; including but not limited to annual giving, family partnership, corporate, alumni, and special fundraising events; track, evaluate, and report results.
- Build collaborative relationships with community volunteers to support the mission of the organization and meet community giving goals.
- Research, write, and submit organizational and program grants for operating funds and special projects/initiatives to existing and new funders.
- Work with the development team and volunteer leadership, to coordinate, plan, organize and conduct donor cultivation and recognition events/activities.
- Perform prospect research to identify and cultivate new sources for funding, including individual donors, corporations, and foundations.
- Maintain communication and provide recognition of donors.
- Research, develop and manage any special events that support the fundraising and partnership goals of the organization.
- Implement specific fundraising objectives to meet defined organization goals and strategic objectives.
- Cultivate meaningful alumni relationships that foster program involvement and increased alumni giving.
- Collaborate with other departments in identifying and developing grant opportunities.
- Keep the development team informed on factors impacting fundraising within a regional jurisdiction.
- Provide leadership to assigned project groups and support to board committees/task groups, as necessary.
- Resolve conflicts and provide advice, counsel, and information.
- Maintain records, prepare reports, and confer regularly with the Controller.
- Perform other duties as assigned.

Education and Experience:

- Bachelor's degree in Business or Public Administration or the equivalent experience.
- Experience in Fund Development or sales.
- Ability to conduct statistical and analytical research.
- Ability to make a commitment to the philosophy of Girl Scouting, both nationally and locally.
- Understanding of voluntary not-for-profit agencies and their roles in providing service in a community.
- Experience in administration and strong evidence of organizational skills.
- Demonstrated skills in strategic planning, tactical planning, review, and appraisal.
- Proficient computer skills.
- Ability to work on their own with minimal direction.
- Ability to work well with volunteers, both management and governance and to resolve conflicts.
- Strong public speaking, writing, and presentation skills.
- Willingness to work flexible schedule including evenings and weekends.
- Preference may be given to candidates with knowledge and experience in Girl Scout program and operations.
- Ability to motivate volunteers and promote teamwork.
- Maintain throughout employment a valid TX or NM driver's license and insured vehicle in good working order. Must provide proof of insurance.
- Membership in GSUSA.

Physical Demands:

- Frequent sitting, standing, walking, bending and twisting upper body.
- Capable of lifting up to 50 lbs.
- Capable of viewing computer monitor for long periods.

Work Environment:

- Continuous indoor activity and exposure to florescent light.
- Frequent exposure to computer, video, and other copier emissions.
- Some outdoor activities and exposure to weather.

Other Working Conditions:

- Continuous requirement for professional demeanor and appropriate office attire.
- Criminal and motor vehicle records (MVR) background checks are required.
- Continuous work as a team member and ability to work independently with some supervision.
- Frequent work under stress and under pressure deadlines with overlapping projects.
- Continuous ability to work well with others.

Girl Scout Core Competencies

The competencies listed below are core to the Girl Scout movement:

- **Empathy, with colleagues and customers** – a successful member of the Girl Scout team approaches others with a service mindset, offers humility, and inspires trust, takes time with people and is a good listener, and overall offers respect and kindness to all.
- **Possibility Thinking** – staff members approach challenges with curiosity, show enthusiasm, explore alternatives before acting, take on challenging tasks and see opportunity in ambiguity, change and transition.

- **Innovation** – core to Girl Scouting, staff must think in unique and independent ways, pursue standards of excellence, learn from risk taking and failure, and embrace new ideas from everywhere and everyone.
- **Courageous Leadership** of self and others – staff work for the good of the whole, work collaboratively at all times, model assertive behaviors: bold, confident, respectful, empower others and distribute decision making, promote honest communication and passionate debate, and maintain personal integrity.

Acceptance of Job Description:

I understand and accept this job description. I understand that it supersedes any previous job description. I further understand that future performance evaluations will be based on my meeting the tenets of the job description. The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position. I acknowledge being given a copy of this job description.

Agreed to by

Employee Signature

Date

Print Name

Girl Scouts of the Desert Southwest is an EOE Employer.