

<b>TITLE:</b>	<b>Philanthropy Director</b>
<b>REPORTS TO:</b>	<b>Chief Executive Officer</b>
<b>CLASSIFICATION:</b>	<b>Exempt, Full-Time</b>
<b>COMPENSATION:</b>	<b>Negotiable</b>
<b>LOCATION:</b>	<b>Chesapeake, VA</b>
<b>POSTED:</b>	<b>January 8, 2020</b>
<b>CLOSING:</b>	<b>Until Filled</b>

### ABOUT OUR ORGANIZATION

Girl Scouting builds girls of courage, confidence, and character who make the world a better place. We are one of 112 councils chartered by [Girl Scouts of the USA](#), the world's leading organization dedicated solely to girls, where, in an accepting and nurturing environment, girls build character and skills for success. Headquartered in Chesapeake, Virginia, Girl Scouts of the Colonial Coast serves almost 12,000 girls in grades K-12 throughout southeastern Virginia and northeastern North Carolina. With the guidance of dedicated and trained volunteers, girls discover the fun, friendship, and power of girls together.

Girl Scouts of the Colonial Coast is looking for an influential and persuasive communicator who can speak passionately and with conviction about the Girl Scout mission and its importance. The successful candidate will be results-driven, action-oriented, and forward-looking. They must enjoy spending the majority of their time in the community building relationships and sharing the Girl Scout mission with potential donors, supporters, and advocates. This motivated leader has a competitive drive to get things done by influencing others to achieve the results necessary for success.

### SUMMARY OF POSITION

The philanthropy director is responsible to plan, implement, and manage all fundraising and donor relations activities including: prospect identification and research; cultivation and communications strategies; proposal development; solicitation strategies; donor stewardship; database management; outreach programs and activities; and philanthropy-related volunteer relations to achieve Council fundraising goals.

### ACCOUNTABILITIES

- Serve as a key member of the Council's leadership team, helping to establish priorities, launch new initiatives, align resources, adapt systems, and champion change.
- Develop and maintain close relationships with the philanthropic community, donors, sponsors, board members, staff, and volunteers.
- Create and manage a philanthropy plan that includes goal identification, source identification, and progress tracking.
- Direct all aspects of fundraising including (but not limited to) sponsorships, fundraising appeals, major donor programs, planned gifts, endowments/trusts, corporate and foundation grants, area leader tours, reunions, and special events to ensure philanthropy goals are met or exceeded.
- Develop and implement strategies and plans that support funded outreach programs. Responsible for net asset reporting. Ensure assessment of outcomes, institutionalization of best practices, and implementation of necessary modifications to ensure girls are receiving the Girl Scout Leadership Experience.
- Work collaboratively with key members of the management team, ensuring funded outreach programs support the recruitment and retention strategy and plans.
- Oversee strategies to engage alumnae through comprehensive cultivation and engagement strategies.
- Develop and manage a prospect management portfolio system that identifies, cultivates, and solicits donors to increase the current levels of overall giving. Assign prospects to applicable staff and ensure contacts are made and reported.
- Manage and grow the Planned Giving program.
- Work directly with board members to implement strategies and engage members to meet aggressive fundraising goals.

- Collaborate to develop marketing strategies to promote the Girl Scout image for donor cultivation and determine emerging trends for new solicitations.
- Work collaboratively with GSUSA regarding national philanthropic efforts and complete reports as requested.
- Serve as staff liaison and coordinate efforts of the philanthropy board committee.
- Ensure the philanthropy database is current and accurate and that recognitions are sent in a timely manner. Ensure the privacy and protection of donor information.
- Lead, motivate, and retain a high performing staff. Evaluate and manage team performance. Ensure full team effort, optimal productivity levels, and attainment of team/individual goals.
- Exercise management, operational, and budgetary oversight in all areas of accountability.
- Ensure compliance with GSUSA and GSCCC policies and Association of Fundraising Professionals (AFP) code of ethics.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity, and safety.

### **QUALIFICATIONS**

#### ***Education, Experience, & Certifications***

- Bachelor's degree in a related field or equivalent professional experience.
- Minimum 5 years' experience in fundraising with proven results of achieving goals.
- Must have supervisory experience leading a professional team.
- Knowledge of Girl Scouting preferred.

#### ***Skills & Competencies***

- Proficiency in Microsoft Office including Word, Excel, Outlook, and donor database experience (Raiser's Edge preferred). Knowledge of Salesforce also preferred. Ability to learn new software as required.
- Willingness to become involved in leadership positions in civic and community groups.
- Ability to project a high level of professionalism while networking in the public arena. Ability to speak passionately and with conviction about the organizational mission and its importance to the public.
- Ability to clearly communicate in writing. Strong grammar, proofreading, and editing skills.
- Ability to maintain confidentiality.
- Demonstrated experience in the development and administration of budgets.
- Ability to analyze information, formulate work plans, articulate goals, and produce required statistical reports.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Demonstrated commitment and ability to interact with diverse populations.

#### ***Additional Requirements***

- Ability to work a flexible schedule including evening and weekends.
- Ability to travel throughout Council jurisdiction.
- Must have personal transportation, possess a valid driver's license, personal auto insurance, and meet the Council insurance company's requirement for coverage.
- Subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA.
- Successfully pass background investigation.

### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use. The employee must occasionally lift and/or move up to 25 pounds. The employee must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures, extensive reading, and driving. Occasional high stress work may be required in dealing with volunteers/staff. Evening and/or weekend work is regularly required.

**APPLICATION INSTRUCTIONS**

Visit <http://www.gscce.org/en/our-council/employment.html> to complete an online application or submit resume and salary history to:

Girl Scout Council of Colonial Coast, Human Resources

912 Cedar Road, Chesapeake, VA 23322

Phone: 757-547-4405, Fax: 757-547-1872, Email: [hr@gscce.org](mailto:hr@gscce.org)

Equal Opportunity Employer