

TITLE:	Individual Giving Manager
REPORTS TO:	Philanthropy Director
CLASSIFICATION:	Non-Exempt, Full-Time (35 hour workweek)
COMPENSATION:	\$20-\$25 per hour (negotiable based on experience)
LOCATION:	Chesapeake, VA
POSTED:	July 14, 2021
CLOSING:	Until Filled

Excellent benefit package including medical/dental insurance, health savings account, complimentary life insurance, discounted Aflac benefits, 403b/Roth with match, and a generous leave program starting your first day of employment.

ABOUT OUR ORGANIZATION

We are one of 111 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. In partnership with caring adults, girls develop qualities to serve them all their lives: strong values, social conscience, and conviction about their potential and self-worth. We serve more than 10,000 girls throughout southeastern Virginia and northeastern North Carolina. With the guidance of nearly 5,000 dedicated and trained volunteers, girls discover the fun, friendship, and power of girls together. From exploring science, technology and the environment to learning about healthy living, anti-bullying and financial literacy, girls are given opportunities to be challenged and learn new skills.

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 building relationships and sharing the Girl Scout mission with potential donors, supporters, and advocates.

SUMMARY OF POSITION

The individual giving manager is responsible to design, coordinate, and implement the Council's individual giving program to achieve adult generated funding goals. They perform development and outreach efforts that seek to cultivate and strengthen donor engagement as well as analyze data to determine effective donor prospects.

ACCOUNTABILITIES

- Create and implement a plan to identify, cultivate, and solicit individual donor prospects to achieve the annual fundraising goal.
- Research and develop direct response campaigns and fundraising tools to inform, engage, connect, and solicit current and prospective donors to meet individual giving goals.
- Create and develop marketing materials used in individual giving campaigns.
- Monitor, report, and analyze outcomes to ensure goals are met. Develop a consistent process for analyzing data from all campaigns.
- Assist with special events pertaining to donor stewardship and engagement.
- Work collaboratively with volunteer committees to ensure efforts achieve outcomes that align with the mission of Girl Scouts.
- Coordinate pre-, during, and post-logistics for special events as assigned. Includes setting and achieving target event goals.
- Identify alumnae to be featured in Council publications and social media outlets.
- Develop strategies and recommend creative events to engage donor and alumnae to achieve philanthropy goals.

- Identify new donor prospects and cultivate relationships that will result in broadening the donor base for Council.
- Manage prospect list of qualified donors for the major gifts pipeline.
- Analyze database information to identify potential donors to be cultivated through special events.
- Timely and accurately input constituent and donor information into the philanthropy database. Record gift entry and acknowledgements.
- Create queries, reports, and mailing lists as needed.
- Maintain online giving portals and process online gifts.
- Maintain access to philanthropy database for authorized users and train new users as necessary.
- Participate in department goal setting, budgeting, and planning. Create and develop fundraising goals and action plans related to individual giving to be incorporated in the philanthropy plan.
- Exercise management, operational, and budgetary oversight in all areas of accountability.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fund raising, diversity, and safety.

QUALIFICATIONS

Education, Experience, & Certifications

- Bachelor's degree in a related field or equivalent professional experience.
- Minimum 3 years' experience with proven fundraising results.
- Knowledge of Girl Scouting preferred.

Skills & Competencies

- Excellent technical computer skills in Microsoft Office including Word, Excel, Outlook, and donor database experience (Raiser's Edge 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 analyze information, formulate work plans, articulate goals, and produce required statistical reports.
- Demonstrate experience in the administration of budgets.
- Strong grammar, proofreading, and editing skills.
- Ability to maintain confidentiality.
- 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, driving, extensive reading and driving. Occasional high stress work may be required in dealing with volunteers/staff. Evening and/or weekend work is occasionally required.

APPLICATION INSTRUCTIONS

Visit <http://www.gscoc.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@gscoc.org

Equal Opportunity Employer