

**Position Title:** Development Manager, Corporate & Annual Family Giving

**Operating Unit:** Fund Development, Program & Properties

**Reports to:** CDO, Program & Properties

**Position Summary:**

The Development Manager-Corporate & Annual Family Giving assists in providing for the sustainability of Girl Scouts Louisiana East through specific fund development projects and requests. The focus of this position is on generating income by developing and maintaining strategic community and regional business collaborations and alliances from corporate and major private business entities, in addition to managing the GSLE Annual Family Giving campaign. This position will work as part of a team to meet departmental goals.

The incumbent will identify the community relations representatives of corporate and large private business organizations throughout the Council territory, making regular personal contact to impress upon them the benefits of partnering with Girl Scouts for program, donations and specific event sponsorships.

The incumbent will work with key volunteers and employed personnel to develop, deliver and ensure the Annual Family goals are achieved.

The incumbent will maintain thorough records and contact information, and provide reporting of Department activities as requested. The incumbent will work with other departments to ensure that all corporate directed efforts support the Council's overarching goals.

**Major Accountabilities:**

- Develop and expand new sources of income by identifying and researching potential funders from current and non-traditional sources. This includes Program Power sponsorships, community programs, and direct mail solicitations.
- Expand public relations and fund development opportunities through community and professional contacts, speaking engagements, training, and collaborations with other agencies, groups, and organizations
- Collaborate with Chief Marketing and Communications Officer with marketing activities that raise money both directly and indirectly through online donation site, email solicitations, social network fund development efforts, and other viral marketing efforts.
- Promote community understanding, awareness and support of Council events and activities through written and verbal communication with donors, prospective donors, staff and volunteers.
- Contribute to the Council's corporate planning process and to the effectiveness of the Council in achieving goals.

- Coordinates with Finance and Accounting to ensure proper credit of gifts and pledges received through documentation and personally written thank you notes.
- Coordinates all reports for internal and external purposes, including reports on philanthropic giving (e.g., total income, sources of income, types of gifts, commitments, etc.), and progress toward council goals (e.g., contacts made, solicitations made, etc.), as well as benchmark reports.
- Coordinates the compilation of information for the fund development reports for the council board and leadership.
- Assist in the development of work plans and budgets in assigned functional area, and coordinate all work with other council functional areas.
- Generate analytical status reports on progress and results of campaigns, grant proposals and special donor requests. Provide data and reports for planning and projections as requested.
- Oversees the prospect management tracking system.
- Maintain strict confidentiality and professionalism when handling sensitive information.
- Manage the research and requests of organizations and corporations for potential gifts (including in kind) in areas of interest designated by council's goals, and the needs of council's operating units. Develop and maintain a database of contacts and requests
- Work with other departments to market council programs, events, and policies as appropriate
- All other duties as assigned

**Position Specifications:**

- Ability to model behavior consistent with the Principles of Inclusiveness and Girl Scout Mission, Promise, Values and Law.
- Bachelor's degree preferred
- Three to five years professional experience in philanthropy and fund development.
- Strong written and verbal communication skills, including public speaking, word processing, spreadsheet, publishing, and database management software.
- Demonstrated ability to work in concert as a support team member with both employed and volunteer staff.
- Demonstrated ability to project a positive image of an organization and to relate and work with diverse constituencies.
- Ability to work under pressure, manage multiple tasks and deadlines, pay close attention to details, handle confidential material professionally, locate, analyze, record, research and evaluate data.

- Reliable transportation.
- Willingness to work a flexible schedule, including evenings and weekends.

**Physical Requirements:**

- Must be able to sit at a workstation and view a computer screen for up to 2 hours at a time.
- Ability to lift and carry 25 pounds.

**JOB ACCEPTANCE**

I certify that I have read, fully understand and accept all terms and conditions of the above job description. I also acknowledge that the Council has the right to change job descriptions at any time and that should this position deviate the Council will inform me of such as it occurs.

**AT WILL CLAUSE**

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Girl Scouts Louisiana East is of an "at will" nature, which means that if I am hired I am free to resign at any time, with or without cause, and without prior notice. Girl Scouts Louisiana East reserves the same right to terminate my employment at any time, with or without cause and without prior notice. It is further understood that this "at will" employment relationship may not be changed by any written document or conduct unless such change is specifically acknowledged in writing by the CEO of this organization.

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SIGNATURE

\_\_\_\_\_  
DATE OF ACCEPTANCE

\_\_\_\_\_  
SIGNATURE OF COO, HUMAN RESOURCES OR IMMEDIATE SUPERVISOR

\_\_\_\_\_  
DATE