



## ***Girl Scouts of the Jersey Shore***

**Job Title:** Fund Development Manager  
**Department:** Development  
**Reports To:** VP-External Affairs

### **Council Overview**

With offices and camps in Farmingdale, Toms River and Waretown, Girl Scouts of the Jersey Shore serves approximately 11,000 girls and adults in Monmouth and Ocean counties. Girl Scouts is the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

### **Position Summary:**

Fund Development Manager is responsible for increasing revenue through special events, annual fund and planned giving by identifying, cultivating, soliciting and stewarding prospects and donors for the purpose of advancing the mission of Girl Scouts. This position oversees the logistical coordination of small and large special events and campaigns, in most cases from concept to implementation, to raise funds, engage prospects, alumni and donors and build community. This position provides for the continuity, quality and growth of Girl Scouting by developing and maintaining relationships with donors who financially support the Girl Scout mission.

As a member of the Development team, this position manages communication and solicitation with foundation donors, individual donors and prospects, provides outreach and stewardship of current and prospective foundation donors, and collaborates with ongoing development efforts to meet the Council's fundraising goals.

This is an in-person position with limited remote work

### **Essential Job Duties:**

- The ideal candidate will have excellent communication and project management skills. A thorough understanding of stewardship and donor cultivation is critical. As a member of the Development team, this position manages communication and solicitation with foundation donors, individual donors and prospects, provides outreach and stewardship of current and prospective foundation donors, and collaborates with ongoing development efforts to meet the Council's fundraising goals
- Work effectively with VP-External Affairs, volunteers and staff in a collaborative team environment. Ensure successful outcome for all Special Events, Annual Giving, and Planned Giving
- Implement all aspects of special events, from budgets, sponsorship, cultivation of donors and volunteer committee members, to all post event follow up, acknowledgements and reporting
- Supports council, regional and functional efforts
- Works with the Council staff team to design and implement communication and solicitation strategies specifically directed to achieve and exceed fundraising goals

- Participation in varied aspects of the annual fund to include Girl Scout members, board, alumnae, staff and community
- Build relationships with new and existing members and reach all goals assigned by the VP-External Affairs
- Provide professional, high-quality customer service to funding agencies, donors, members, volunteers, staff, and other community contacts
- Assist with the maintenance and enhancement of development record keeping system (both electronic and hard files) to ensure effective cultivation, solicitation, and donor recognition
- Record all contacts, contact details, etc. into fundraising database to ensure an accurate and detailed history of interactions and relationships with donors
- Other duties as assigned

### **Major Accountabilities:**

- Oversee and direct daily activity of four (4) in-person special events
- Successful achievement of development goals

### **Skills & Qualifications:**

- The ideal candidate will have excellent communication and project management skills. A thorough understanding of stewardship and donor cultivation is critical
- A Bachelor's Degree with a minimum of three years in event planning and donor relations with a demonstrated track record of success
- Interest and enthusiasm in contributing to a mission-based organization dedicated to women
- Ability to accept guidance, direction and supervision
- Experience in volunteer recruitment and management; the ability to handle several projects simultaneously; prioritize and work under deadlines and pressure; possess strong interpersonal oral, written and proofreading skills
- Ability to think strategically
- Cares about producing high quality work and seeking new ways to work effectively
- Able to work independently but cohesively with team members, volunteers and Girl Scout members
- Proficient in Microsoft Word, Excel, donor software (preferably Sage), Salesforce. Strong oral and written communication abilities (i.e. In person, verbal, written); expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying; prepares organized and structured presentations; has demonstrated ability to work with a wide range of sensitive and confidential issues and communicate information effectively to non-technical people which includes a diverse group of girls, volunteers, and staff
- Ability to work flexible hours, including nights and weekends, and to be highly motivated, personable, articulate and diplomatic
- Have access to reliable transportation with insurance at required state level

- Be a registered member of the Girl Scouts of the Jersey Shore, within thirty (30) days of hire
- Ability to lift, carry and transport at least 35 pounds

**Compensation:**

- Full Time Exempt Position; competitive salary; benefit package included
- Please submit resume and cover letter to Brittney Jara, Human Resources Consultant at [bjara@GSFun.org](mailto:bjara@GSFun.org)
- Responses are due by: **September 24, 2021**