



Girl Scouts of the Jersey Shore

Job Title: Major Gifts Manager
Department: Development
Reports To: VP-External Affairs

Council Overview

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. 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.

Position Summary:

The Major Gifts Manager supports Girl Scouts of the Jersey shore's (GSJS) mission and strategic priorities to increase major gifts through philanthropic partnerships, donor development, and increased brand awareness in the community. The Major Gifts Manager will do this by working collaboratively with the Vice-President of External Affairs, the CEO, other staff, and volunteers to cultivate, solicit, and steward donors in alignment with Council-wide priorities.

The focus of this job is making connections with people, motivating and inspiring them to achieve results. Poise and an engaging, empathetic communication style based on natural warmth and enthusiasm is the key to achieving the goals of this job. GSJS's development team works together to create a fundraising strategy that meets goals through relationships, teamwork, and well-defined processes. The Major Gifts Manager will be successful in this role if they are excited about working towards results by enrolling the commitment and buy-in of others. While the job requires strong initiative and self-direction, results are only achieved with and through people. Knowledge and skill in how to successfully influence and persuade others by understanding how their individual needs and motivations link to the Girl Scouts' mission is essential. In general, the core of this position requires a motivated and motivating team builder and organization developer, who is self-confident and can enliven, engage and positively impact individuals and groups.

This is an in-person position with limited remote work

Essential Job Duties:

Resource Development & Relationship Management

- Manages the development, coordination, and maintenance of donor portfolio, increasing annual donors and reaching annual and capital fundraising goals.
- Partner with CEO, VP of External Affairs, the Development Committee, Board Members, and volunteers to move individuals through the gift cycle of identification, cultivation, solicitation, and stewardship.
- Serves as an active prospect identifier and work in conjunction with staff and/or volunteers, identifying appropriate cultivation techniques for each prospect, including personal visits, letter writing campaigns, partnership proposals or other strategic partnerships to increase major gifts and donor relationships

- Works in partnership with CEO, COO, and VP-External Affairs, to establish a presence in the community to increase the council's visibility and brand recognition
- Coordinate and utilize events to steward and cultivate donors in portfolio
- Identify and recommend prospective donors and potential strategic partnerships

Skills & Qualifications:

- The ideal candidate will have excellent written and verbal communication, active listening, and interpersonal skills with an aptitude for asking leading questions. A thorough understanding of stewardship and donor cultivation is critical
- Bachelor degree or equivalent of education and experience. Preferred emphasis in communications, fundraising, marketing, database, business or comparable experience
- 3+ years of work experience, demonstrating competency in progressive fundraising experience, cold calling, closing large gifts, and the ability to inspire donors to invest in our mission.
- Ability to accept guidance, direction and supervision
- Proficiency with Microsoft Office Suite and database experience with Sage, DonorPerfect, Raiser's Edge and/or Salesforce, required
- Ability to think strategically
- Work effectively with the Council staff team to design and implement communication and solicitation strategies specifically directed to achieve and exceed fundraising goals
- Ability to work flexible hours, including nights and weekends, and to be highly motivated, personable, articulate and diplomatic
- Be or become a registered member of the Girls Scouts of the United States of America; have a working knowledge of Girl Scout philosophy and programming, and be committed to the Girl Scout mission. Prior Girl Scout experience not required.
- Have access to reliable transportation with insurance at required state level
- Ability to lift, carry and transport at least 35 pounds
- Perform other related duties as requested

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
- Responses are due by: **September 24, 2021**