

TITLE:	Director of Resource Development
REPORTS TO:	Chief Executive Officer
FLSA CLASSIFICATION:	Exempt
DATE:	January 2020
GRADE:	Grade 6
WORK LOCATION:	Assigned Service Center, frequent travel within assigned areas

SUMMARY OF POSITION

The Director of Resource Development works with and under the supervision of the Chief Executive Officer to execute fundraising strategies to achieve revenue targets, generating revenue from individuals, organizations and businesses, with particular focus on assigned geographic areas. Ensures effective communication with donors, both internal and external. She/he will provide leadership and direction for the Resource Development team as assigned.

ACCOUNTABILITIES

- Develop and implement effective and appropriate resource development policies, procedures, plans, case for support, budgets and goals.
- Lead and appropriately involve others in dynamic prospect/donor research, identification, qualification, cultivation, solicitation, stewardship and retention processes.
- Manage and grow a personal portfolio of major gift prospects and donors, to include grant research, writing and reporting.
- Research, cultivate and secure corporate donors for event sponsorship and other corporate donations in support of fund development events.
- Ensure deployment of best practices to effectively leverage all available resources, including budget, staff, volunteers and board members.
- Provide resource development expertise, leadership and direction for staff and volunteers. Manage, develop and retain high-performing resource development volunteers.
- Serve as a staff liaison to Resource Development Committee and other appropriate and assigned volunteer committees.
- Represent council to internal and external audiences.
- Help develop resource development marketing materials to support strategies and collaborate with council's marketing staff to ensure brand consistency and integrity.
- Maintain thorough understanding of council's current and long-range programs and funding needs.
- Seek and pursue professional development opportunities.
- Help develop and deliver a clear, compelling case for support of the organization.
- Engage in networking opportunities and community involvement that will create a greater awareness of GSCP2P and strengthen our reputation in the community.
- Achieve established charitable revenue targets.

QUALIFICATIONS

Core Competencies

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| • Communicator | • Customer Centric |
| • Leadership & Stewardship | • Relational Intelligence |
| • Business First Mindset | • Digital, Virtual & Technical Proficiency |
| • Learning & Innovation | |

Education, Experience, & Certifications

- Bachelor's degree in Marketing, Sales, Non-Profit Management or related field, or a combination of education and directly related experience.
- Three or more years demonstrated professional fundraising experience, with a proven track record of success, including donor cultivation and corporate donor relations.

- Demonstrated experience in marketing, community relationship building and evidence of community involvement.
- Experience with and knowledge of Girl Scout philosophy, standards, program and systems is highly desirable
- Prior non-profit leadership/management experience is preferred.
- Experience with Raisers Edge is highly desirable.

Skills & Competencies

- Eager and skilled networker; skilled at working with donors/prospects one-on-one as well as in group settings.
- Strong team leader and participant. Willing to assume responsibility for the completion of a variety of tasks, large and small, to meet organizational goals.
- Exceptional planning skills; goal, results and detail oriented and the ability to set and meet deadlines.
- Self-starter with a flexible and adaptable work style, able to manage competing demands and work independently without close oversight.
- Budgeting experience.
- Customer relations experience and a demonstrated commitment to maintaining a high customer service focus for all internal and external customers (donors, staff, volunteers, families).
- Excellent problem solving and trouble-shooting skills.
- Ability to present to a variety of audiences with confidence and clarity.
- Demonstrated ability to communicate effectively and persuasively in person, by phone and in writing by email with prospective members, parents/guardians, volunteers and colleagues.
- Demonstrated ability and proficiency to create accurate data reports and utilize data management software, including report assessment.
- Proficient in Microsoft Office Suite, including Outlook, Power Point, Word and Excel
- Willingness and ability to work varied hours, including some nights and weekends.
- Ability to work collaboratively as a member of department and cross-functional teams.

Additional Requirements

- Subscribe to the principles of the Girl Scout Movement. Become and remain a registered member of GSUSA, Girl Scouts Carolinas Peaks to Piedmont.
- Successfully pass criminal and driver background investigation.
- Valid state-issued driver's license, valid auto insurance, acceptable driving record and access to a vehicle on a daily basis and willingness and ability to travel through the council's geographic area.

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 35 pounds. The employee must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures, and extensive reading.

DISCLOSURE & ACKNOWLEDGEMENT

The statements above reflect the essential functions and qualifications for this job, but should not be considered an all-inclusive listing. Employees may be asked to perform other duties as needed to ensure the smooth functioning of Council operations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of Girl Scouts Carolinas Peaks to Piedmont are employees "at will." By signing below, I acknowledge I have read, understand, and am able to successfully perform the responsibilities and requirements of this position as described.

Employee Signature

Date