



Position Title: Director of Fund Development
Reports To: Chief Executive Officer
Location: Wichita, KS

Girl Scouts Vision and Mission

Girl Scouts is a non-partisan, inclusive organization. We are 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

The Director of Fund Development is a member of and works together with the Council's leadership team to establish fund development goals to meet the Council's overall financial objectives and ensure that the organization is fiscally sound and growth-focused. The position is responsible for developing and executing a consistent, council-wide strategic plan to achieve these goals, partnering closely with the Council's leadership team and Board of Directors.

The Director of Fund Development is responsible for managing the Council's Fund Development team, coordinating fund-raising campaigns and events, and identifying potential funding sources including: individuals; community, corporate and private foundations; corporations; annual giving; capital campaign; planned giving, and United Way and other agency support. The individual in this position will be expected to make specific requests to prospective donors both in person and by proposal.

The Director of Fund Development will actively participate in the process of setting the organization's strategic initiatives to increase philanthropic giving that supports and advances the council's mission. She/he will be charged with translating the vision and corporate goals set by the Council's CEO and Board of Directors into effective operational plans with measurable short- and long-term benchmarks.

Essential Duties & Responsibilities

- Organize and execute Council-wide giving campaigns
- Identify, engage and make requests to donors in the community
- Cultivate long-term relationships and effectively steward current and past donors
- Oversee the execution of a council wide grant application process, periodically reviewing and updating as required
- Identify and research potential new funding sources: corporate foundations, community foundations, grants, etc.
- Engage individuals in the community in the mission of Girl Scouts of Kansas Heartland through active participation in networking opportunities and education
- Oversee planning and management of fundraising events
- Establish effective communications with other departments and across all regions of the council

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- Make presentations to community groups, organizations, and individuals

Skills & Qualifications

- Bachelors degree in related field required, CFRE or ACFRE certification a plus
- 5-10 years experience in fund raising with a proven track record of major gifts, annual giving, foundation giving, planned giving, and grants
- Excellent verbal and written communication skills
- Outstanding donor cultivation and relationship building skills
- Knowledge of current and emerging trends in the field of fund raising
- Strong presentation skills
- Ability to coordinate and supervise fund development staff
- Ability to recruit, manage and motivate volunteers
- Experience in developing fund-raising strategies, engaging the Board in this process
- Budget management skills
- Ability to travel frequently in the state of Kansas and occasionally out of state to professional development opportunities and to visit with out-of-state donors

Hours/Travel

- 10 - 25% travel – requires reliable access to vehicle
(Council has regional offices in Salina, Emporia, Hays and Garden City)
- Expectation of working evenings and weekends (i.e., one to two nights per week and one to two weekends per month on average)

Credentials, Licenses or Designations

Valid Kansas driver's license, access to reliable transportation, and proof of insurance (if incumbent is expected to travel to multiple council locations or off site events)

Major Accountabilities

- Oversee all aspects of the Council's fund development functions to ensure delivery of a consistent fund development message to donors throughout the Council's 80-county jurisdiction that focuses on girl outcomes.
- Ensure that staff in the Wichita headquarters office and all regional offices are trained and supported by the Fund Development Department to develop local partnerships, garner in-kind and cash contributions, identify prospective donors and steward existing donors to meet the fund development goals of the Council.
- Develop comprehensive plans and tactics to achieve Council goals and objectives through the establishment of partnerships and collaborative relationships with external organizations, and leveraging new and existing relationships and partnerships to grow philanthropic investment in girls throughout the Council's jurisdiction.
- Lead development of an integrated execution plan, engaging council staff across the council to ensure clear expectations of council-wide and regional goals.
- Identify and address skills and fund development infrastructure needed to grow philanthropic support across the council.

- Establish a timetable and process, in partnership with the leadership team, for planning, implementing, tracking and reviewing fund development strategic initiatives.
- Understand the operational implications of different courses of action.
- Ensure that all fund development initiatives executed by the Council are in keeping with established ethical standards, policies, and guidelines, and in alignment with the national organization's strategic initiatives.
- Oversee planning and management of fundraising events to ensure that the goals for all fund-raising activities are met.
- Participate in establishing fund development policies and procedures, and ensure that they are adhered to on a council-wide basis.
- Communicate initiatives, policies and procedures to staff in regional offices and support fund development efforts throughout the council (includes travel to regional offices, and regular report outs and updates.)
- Provide professional expertise and direction in all aspects of fund raising to staff and volunteers directly involved in fund development activities.
- Manage the effective development and training of staff directly involved in fund development activities to ensure they are equipped to play an active role in contributing to the Council's success in meeting fund development goals.
- Develop and manage the budget for fund development.
- Aggressively identify new funding sources and cultivate long-term relationships with current and past donors.
- Establish and maintain an active and strong community presence to effectively convey the important benefits of Girl Scouts to girls and the communities in which they live.
- Oversee grant writing and grants administration processes.
- Oversee collection and management of all fund development constituent relationship information.
- Collaborate with Council staff and Board of Directors, as well as with GSUSA staff, to identify untapped markets of interest and to generate ideas, programs, and concepts to engage potential donors.

Credentials, Licenses or Designations

- Maintain valid Kansas driver's license, access to reliable transportation, and proof of insurance.

Competencies

- Interpersonal Relations - Establishes rapport with others at all organizational levels; respects others; considers and responds to the needs, viewpoints, and capabilities of others; establishes and maintains an open dialogue with others; has demonstrated ability to effectively message the Girl Scout value proposition through various communication channels.
- 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 staff, volunteers, other adults and girls.
- Problem-Solving - Identifies, analyzes and communicates existing and potential problems systematically and thoroughly; obtains and evaluates relevant information and contributing factors; identifies important interrelationships; defines and/or implements solutions after evaluating alternatives and anticipating their impact; supports decisions or recommendations with data and/or reasoning; excellent independent decision-making skills and strong resourcefulness. The ability to think outside the box, anticipate outcomes and make course corrections as appropriate.

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- Project Management – demonstrates ability to coordinate multiple projects while managing multiple priorities and deadlines; formulates short- and long-term project goals, objectives, schedules, and priorities in line with council goals; anticipates issues, obstacles, or opportunities that may impact plans or actions; establishes courses of action for accomplishing goals while attending to and incorporating information obtained during day-to-day administrative tasks.
- Customer Responsiveness - seeks and acknowledges views and ideas from customers; identifies, prioritizes, and addresses customer issues; takes time to answer questions and explain decisions; follows through on commitments to customers in a timely manner; maintains a commitment to continuous improvement.
- Highly organized, self managing, independent thinker possessing strong attention to detail.

Additional Organizational Requirements

- Subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA.
- All employees of the Girl Scouts of Kansas Heartland must possess a positive attitude with strong work ethic, integrity and honesty and are expected to be flexible, adaptable and thrive in an ever changing/fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the work place. Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls. Practice pluralism and be inclusive with the services provided.
- Incumbents will be expected to proactively contribute to the success of their work team by sharing relevant information, encouraging open dialogue, respecting other team members, supporting collaboration, encouraging ongoing self-assessment and supporting new ideas and ways for achieving established council goals and objectives.

E. Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient eye-to-hand coordination to successfully operate a computer keyboard.
- Ability to sit upright for extended periods of time.
- Sufficient visual acuity to make appropriate judgments with regard to Girl Scout materials.
- Ability to travel to and/or attend offsite meetings.
- Physical ability to frequently stop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift, and move objects up to 25 pounds at shoulder height, and occasionally lift in excess of 25 pounds.
- Demonstrated normal depth perception.
- See and read printed materials, with or without visual aids; distinguish colors; read and understand rules and policies, labels and instructions.
- Verbal communication including the ability to speak and hear at normal room levels.
- Other demands, as determined by the council.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to complete other duties as assigned.

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