



Position Title: Development Manager
Reports to: Director of Fund Development
Location: Wichita or Garden City

Girl Scouts Vision & 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 Development Manager (DM) is an essential member of the Council Fund Development team, focused on identifying and building relationships with prospective donors throughout the Council footprint for the purpose of cultivating, soliciting, and stewarding gifts to support the Annual Fund Program. The DM assists with developing communications strategies to further the Council fundraising capacity. As a member of the Fund Development team, this position manages direct-response communication and solicitation with donors and prospects, analyzes and segments prospect lists, provides outreach and stewardship to a portfolio of prospective donors, and collaborates with ongoing development efforts to meet or exceed the Council's fundraising goals. Success in this position depends on the candidate's strong interpersonal and organizational skills, attention to detail, disciplined project management abilities, a belief in the Council's mission, vision, and case for support, and the energy and enthusiasm to achieve organizational goals.

Essential Duties & Responsibilities

- Broadens the base of donors and secures financial support from individuals, foundations, and corporations by securing gifts and/or pledges from current and prospective donors through identification, cultivation, solicitation, retention, and stewardship.
- Utilizes direct-response communication and fundraising tools (in-person visits, donor calls, direct mail, email, website, social media) to inform, engage, connect, solicit, and steward donors and prospective donors to support the Council through philanthropic giving.
- Ensures donor-related communications are timely and accurate to promote the goals and mission of the Council. This includes any assigned donor concerns, requests, and gift administration.
- Conducts research to identify new prospects, develops strategy to connect with new prospects to inspire philanthropic giving to the Council, and executes that strategy to increase fundraising revenue.
- Plans and executes Council donor events to recognize and steward donors throughout the year.

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- Develops and executes individual stewardship plans for donors, including preparation and submission of all required proposals and reports.
- With the Director, plays a key role in the Council's Alumni Engagement Initiative by identifying, tracking, and engaging Girl Scout Alumni.
- Handles sensitive or confidential donor information, communications, and public relations issues in a professional manner.
- Represents the Council at community events, developing and maintain relationships with donors and community leaders in order to increase the financial capacity and awareness of the Council.
- Possesses superior project management skills with the ability to coordinate activities and communications with various stakeholders and tasks in order to deliver high-quality results in a timely manner by working independently and conceptualizing and executing projects.
- Partners with the Council's Fund Development and Communications teams to design and implement communication and solicitation strategies specifically directed to individuals, foundations/trusts, and corporations to meet or exceed fundraising goals.
- Develops a consistent process for analyzing and integrating data from annual appeals and results of prospect research into direct response communication and solicitation.
- Monitors, reports on, and analyzes outcomes of direct-response communication and solicitation.
- Works with the Fund Development team to ensure coordination of the Council's development efforts, including conducting research and preparing overview on individuals, corporations, and foundations/trusts prior to donor calls by Director, CEO, and/or Board Members.
- Collaborates with Council and GSUSA staff to identify untapped markets of interest and to generate ideas, programs, and concepts to engage potential donors.
- Other duties as assigned.

Skills & Qualifications

- Bachelor's degree required; major in communications or nonprofit management preferred.
- Minimum of two year's professional fundraising experience in nonprofit organizations.
- Proven record of securing financial support from individuals, foundations, and corporations with gifts and/or pledges from current and prospective donors through identification, cultivation, solicitation, retention, and stewardship to meet and/or exceed fundraising goals.
- Strong understanding and practice of fundraising ethics. Membership in Association of Fundraising Professionals a plus.
- Excellent written and oral communication skills, as well as excellent listening skills.
- Proven ability to exercise sound and independent judgment, consistent follow-through, and to plan and act strategically, tactfully and creatively on fundraising measures.
- High level of computer proficiency and experience with electronic communication, including Microsoft Outlook, Word, Excel, Sales Force and Raiser's Edge. Wealth Engine experience preferred.
- Working knowledge of data-mining and analytics to define donor segments and structure customized approaches.
- Strong analytical skills and attention to detail.
- Strong commitment to the mission, vision, values, and programs of the Council and the ability to convey that information to current and prospective donors.
- Service-oriented team player able to work with others at all levels of the organization.
- Volunteer management skills highly preferred.
- Requires reliable access to a vehicle.

Hours/Travel

- This position must be available to work during regular Council office hours (8am-5pm) Monday – Friday.
- Expectation of working evenings and weekends, as needed (i.e. one to two nights per week and one weekend per month on average). Evening and weekend hours will be necessary during peak special event periods, as will overnight travel to regional locations.
- 50% travel – requires reliable access to vehicle.

Major Accountabilities

- Manages a working portfolio of prospective and current donors, applying best practices in relationship-building fundraising to meet and/or exceed the position's assigned financial goal for the fiscal year.
- Meets monthly goals for in-person visits, donor calls, direct mail, email, website, social media, and other tools to inform, engage, connect, solicit, and steward donors and prospective donors to support the Council through philanthropic giving.
- Represents the Council and acts as an ambassador of the Council mission to increase financial revenue and build awareness.

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).

Competencies

- Interpersonal Relations - Establishes rapport with others at all organizational levels; respects others; considers and responds to the needs, feelings, and capabilities of others; establishes and maintains an open dialogue with others; has demonstrated ability to market the Girl Scout value proposition through a variety of communication venues including in person, over the phone and online.
- 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.
- 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.
- Project Management – demonstrates ability to coordinate multiple projects while managing conflicting 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.

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 for extended periods of time.
- Ability to drive for long periods of time, including to all areas of the state of Kansas.
- 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.