

Job Title:	Fund Development Specialist	Reports To:	Fund Development Team Leader
Department/Group:	Fund Development	Travel Required:	Up to 50%
Location:	MI – Kalamazoo	FLSA Status:	Exempt
Level/Salary Range:	To be determined	Status:	Full-time
Prepared By:	Ashleigh Crisp Hobart	Date posted:	December 16, 2015

To apply please include a cover letter, resume, and employment application. Applications accepted by:

Fax: (269)492-1439

Email: hr@gshom.org

Subject Line: Fund Development Specialist - Kalamazoo

Attention: HR Department

Website: <http://www.gshom.org/about/whoweare/employment.html>

MAIL:

HR Department
Girl Scouts Heart of Michigan
601 W Maple
Kalamazoo, MI 49008

Job Description

POSITION SUMMARY

The Fund Development Specialist will develop cultivation, solicitation, and stewardship strategies for a significant population of major giving donors.

ROLE AND RESPONSIBILITIES

1. Implement the fund development plan for assigned geographic areas and donor, to meet monthly benchmarks and yearly goals.
2. Successfully manage assigned number of prospects from identification through cultivation and solicitation.
3. Effectively identify and cultivate new donors resulting in gifts and pledges.
4. Working with staff and volunteers, will successfully manage assigned prospects through cultivation and solicitation.
5. Review, update, and manage donor lists on an on-going basis to solicit donors at the appropriate solicitation levels.
6. Work with Fund Development Team Leader and Chief Development Officer to hone, and if needed, develop strategies that will encourage increased giving.
7. Represent GSHOM at appropriate community events and meetings. Motivate donors and community leaders to make Girl Scouts Heart of Michigan their organization of choice for giving.
8. Manage and participate in solicitations and stewardship activities including small group meetings, professional presentations, and events.
9. Complete research on prospective donors/community leaders and initiate appropriate contact.
10. Update donor database regularly when contact with every donor is made.
11. Other duties as assigned.

COMPETENCIES

- Goal Focused and Mission Oriented
- Collaboration/Teamwork
- Interpersonal Communication Skills
- Flexibility

EDUCATION

- Bachelor's degree or equivalent experience in a related field

KNOWLEDGE/SKILLS/ABILITIES

- Professional work ethic
- Demonstrated success with obtaining gifts and annual giving
- Must possess knowledge of volunteer organizations
- Excellent written and oral communication skills with public speaking experience required
- Demonstrated ability to work with a team to organize and oversee work assignments and create and carry out multi-faceted plans
- Self-starter with demonstrated ability to effectively manage an ongoing program, set priorities, and manage objectives
- Experience creating plans, budgets, and timelines
- Proficient with computers and other communication technologies including donor databases
- Ability to work independently and with a team
- Thorough understanding of local as well as regional markets
- Must have highly developed interpersonal skills and have the ability to make the "ask"
- Ability to meet travel requirements, including night, weekend and overnight travel
- Knowledge of Girl Scout program preferred
- Valid driver's license
- Flexibility
- Willing to become a member of Girl Scouts
- Occasionally lift and/or move up to 25 pounds

WORK SCHEDULE

- Most work hours will be Monday through Friday between 8 a.m. and 5 p.m.
- Position requires candidates to work evenings and weekends

WORK ENVIRONMENT

Operates in a professional office environment and in assigned communities, cultivating and strengthening relationships with community partners and donors. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Will include driving to meeting locations and other offices.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibility.

BENEFITS

- Medical, Dental, Vision
- Life and Disability
- Flexible Spending Account
- 403(b)
- Vacation, Sick, Holiday Pay

Note: Nothing in this job description restricts the right of management to assign or reassign duties and



responsibilities to this job at any time.

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.