Director of Philanthropy

Classification: Exempt, Full Time
Reports To: Chief Executive Officer
Location: Girl Scout and Volunteer Resource Center, Charleston, WV

Position Summary:
The Director of Philanthropy is responsible for planning, organizing, and directing Girl Scouts of Black Diamond's fundraising, including the major gifts program, annual fund, planned giving, corporate sponsorship and capital campaigns. The Director also helps develop strategic partnerships that benefit the council.

EMBODIES G.I.R.L. COMPETANCIES
G. Go-Getter - bold, passionate, honest and determined to succeed
I. Innovator – thinks outside the box, looks for creative ways to take action
R. Risk Taker – courageous and strong, keen to try new things and embrace the unfamiliar
L. Leader – confident, responsible, team oriented and committed to changing the world

Responsibilities:
- Maintain donor relations programs, including gift acceptance, acknowledgement and recognition
- Meet prospective donors and supporters on a continual basis to establish effective communications with them and build/sustain relationships
- Plan and manage activities to reach annual goals for gifts from individuals
- Direct the annual fund program, including mailings and annual fundraising drives
- Plans, manages, and implements fundraising events.
- Develop written proposals to solicit funding support including grant applications, foundation request, corporate sponsorships, etc.
- Grow a major gifts program including identification, cultivation, and solicitation of major donors
- Build the planned giving program
- Direct capital campaigns and other major fundraising drives
- Oversee prospect research including identifying the funding interests of identified prospects and determining how it aligns with the mission of
- Make public appearances/accept speaking engagements to share information about our council with the community
- Work with the Board of Directors to develop a Board giving plan
- Report on development plan progress regularly and as requested
- Oversee the creation of publications to support fundraising activities
- Develop new strategic partnerships that provide program support, financial support or in-kind support
Essential Requirements:

- A belief in the mission of Girl Scouts and the ability to articulate it to others
- Exceptional written and verbal communication skills with the ability to develop and delivery successful presentations both scripted and unscripted
- Proven track record of identifying, cultivating, and soliciting individuals and corporations
- Excellent interpersonal skills, including the ability to deal effectively and persuasively with individuals and groups
- Experience with contact management database system •
- Requires attention to detail and ability to manage follow-up, as well as ability to handle multiple tasks and priorities
- Demonstrated business background in an environment where cross-functional experience is required for success.
- Proven capacity to lead a function; ability to work as part of a Leadership Team
- Ability to work independently, be a self-starter, and be results driven
- Willingness to work flexible work schedule, including evenings and weekends
- Ability to successfully pass a Background Check
- Ability to lift up to 20 lbs. occasionally
- Daily access to automobile in working condition or adequate alternative transportation. Proof of meeting state requirements regarding auto licensing, driver's license, and liability insurance, if applicable

Qualifications:

- Bachelor’s Degree in a related field, or equivalent relevant experience
- Minimum of five years of experience in the development of written proposals
- Minimum of three years of experience in public speaking
- Minimum of three years of strategic thinking and data analysis
- Minimum of three years of event planning
- Non-profit experience is a plus

Each employee has the responsibility for actively supporting and promoting the Council’s commitment to diversity and for developing Council resources through increased membership, strengthening community connections, serving girls and fund development.

I acknowledge that I have received and reviewed the job description and able to perform the essential duties of the position.

__________________________________________   _______________________
Print Employee Name      Date

______________________________ ________________________
Employee Signature      Date

EMC 9-29-17
APPLICATION INSTRUCTIONS:

Candidates may apply via US Mail or through email, as outlined below.

Deadline to apply is Wednesday, October 11, 2017 but position will remain open until filled.

Electronic application:

Interested candidates should forward both their resume and cover letter in MS Word or pdf format to: Jobs@bdgsc.org with the job title in the subject line.

US Mail application:

Resumes and cover letters can be mailed to:

Job Opening – Director of Philanthropy
Girl Scouts of Black Diamond Council
P.O. Box 507
Charleston, WV 25322-0507

PLEASE APPLY EITHER BY MAIL OR BY EMAIL BUT NOT BY MORE THAN ONE METHOD

ONLY THOSE CANDIDATES WHO ARE INTERVIEWED WILL BE CONTACTED