

SERVICE UNIT TEAM

---

Fund Development Liaison Orientation Manual

# Unlocking Leadership

# Table of Contents

Local Fund Development Liaison Position Description .....	2
GSBDC Fund Development Overview.....	5

## Fund Development Liaison Position Description

### Pathway: Troop

Long-Term Direct Service

Long-Term Indirect Service

Short-Term Direct Service

Short-Term Indirect Service

### Time Commitment:

Duration 1

year(s)

month(s)

week(s)

day(s)

For 5

hour(s) per

year

month

week

day

**Summary:** This position supports fund development efforts of the council and primarily includes the special fund raising events (if applicable in your area), identifying potential funding partnerships, and working as a liaison between the potential funder and the Girl Scout Staff. This position also serves as the United Way coordinator in areas where we receive United Way funding. The individual will be a “champion” for fund raising campaigns and will support, encourage and promote the importance of fund development and the value of GS programs and help develop a culture of philanthropy to strengthen resources for Girl Scouting. This position is instrumental in monitoring fund raising activities in their area and adequately documenting progress.

**Place of Service:** Service will be provided in the service unit

**Reports to:** Membership Delivery Manager

### Responsibilities/Tasks:

- Act as liaison between local audiences and Philanthropy Department of GSBDC
  - Participate in council trainings
  - Maintain regular communication with regional coordinators (if applicable) and Director of Philanthropy through email and telephone
  - With support from GSBDC, will maintain lists and assist with tracking of all campaign events, donor requests and parent/community communications
  - Attends campaign events in their area each year (if applicable)
  - Participates in planning and evaluating fund raising events, with support from regional coordinators (if applicable)
  - Tracks participation by Troops and assists with proper acknowledgement of attained goals, achievements and recognitions
  - Identifies potential local area funders
-

**Skills:**

- Demonstrate a passion for Girl Scouting
- Ability to work in a collaborative fashion
- Knowledge of Word, Excel and Outlook
- Excellent communication skills (both written and oral)
- Basic accounting skills
- Ability to communicate clearly; comfortable speaking to groups
- Not afraid to ask for contributions of time, or money

**Core Competencies-Required:**

- Personal Integrity: Demonstrate dependability, honesty, and credibility
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Oral communication: Express ideas and facts clearly and accurately
- Fostering diversity: Understand and embrace differences

**Support:**

Position will be supported by the Service Unit Administrator, the Membership Delivery Manager and the Director of Philanthropy. Initial orientation will be provided, at which time individual will receive a Tool Kit with all materials necessary to implement successful campaigns, track progress/outcomes and speak knowledgeably about GSBDC, our programs and fund development opportunities. Support will be ongoing throughout the campaign as needed.

**Training and Development:**

- Periodic trainings/webinars throughout the campaign year (dates TBD)
- Complete and return the Fund Development Liaison Orientation Manual review

**Requirements:**

- Approved volunteer application
- Become registered member of GSUSA
- Approved Volunteer background check
- Signed Volunteer Service Team Position Agreement
- Be at least 18 years of age
- Accept the principles and beliefs of Girl Scouting and support local and national Girl Scout policies, practices and procedures
- Completes required training for position prior to undertaking any fund development activities or campaigns
- Remains in close communication with the Director of Philanthropy on a regular basis

**Safety-Related Matters:**

- See the volunteer policies procedures on our website under the *For Adults* section

**Agreement**

I have read the Volunteer Position Outline and agree to carry out my responsibilities as described. If for any reason I am unable to perform any of my responsibilities, the Council has the right to change my volunteer status. I will fulfill the outlined duties with no monetary compensation. I certify under penalty of perjury that I have not been convicted of any criminal offense. The Council will not knowingly accept voluntary services from a convicted sex offender. Volunteers are required to disclose to Council if they are living with a sex offender or have regular personal contact with a convicted sex offender, as well as the nature and the extent of such relationships or contacts. Volunteers who violate this procedure will be barred from any further participation in Girl Scout activities.

Name (print): \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Volunteer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **GSBDC FUND DEVELOPMENT OVERVIEW**

**GSBDC offers multiple ways for donors to make contributions to support our organization:**

### **Annual Giving Campaign**

Donors can make a contribution to the Annual Giving Campaign to support Girl Scouting for the nearly 8,000 girl members of Girl Scouts of Black Diamond Council. An individual contribution to Girl Scouts will help provide important resources needed for programs, events and once-in-a-lifetime opportunities for girls. Each gift is tax-deductible and supports local Girl Scouts. The majority of gifts received via the Annual Giving Campaign are in response to letters we mail on a quarterly basis each year to individuals in our donor database.

### **Special Events**

Every year, Girl Scouts of Black Diamond Council (GSBDC) hosts special fund raising events throughout our council jurisdiction. All special events are supported by local corporate sponsors and are organized by a volunteer-driven committee of local business professionals and community leaders. You can visit our website at [www.bdgsc.org](http://www.bdgsc.org) to learn more about these events and to see a list of participating sponsors.

### **Grants**

GSBDC appeals to numerous grant funding organizations and foundations every year. Grants can range in scope from a couple of thousand dollars, to several hundred thousand dollars. Each grant is custom written and often, the contributions received are considered “restricted funds”; which means they MUST be used for a specific program or purpose. In other words, they cannot be used for general operating expenses.

### **Planned Giving**

“Planned Gift” is a broad term used to describe gifts that are of a size or scope that require more considerations and planning than the typical cash donation. Planned gifts provide lasting support for charitable organizations and often offer donors advantageous tax benefits.

These gifts are made by a diverse group of donors, across a wide range of ages and income levels, who have one common connection – a desire to ensure that Girl Scouting makes a strong and vital impact for years to come. Such gifts can include naming Girl Scouts as beneficiary of a:

- Will
- Retirement Plan
- Living Trust
- Donor Advised Fund
- Life Insurance Policy
- Charitable Remainder Trust
- Charitable Lead Trust
- Remainder Gift of Real Estate
- Any other gift that benefits Girl Scouts in the future