



Development and Communications Manager

Position Reports To: Senior Director of External Relations

Classification: Salaried, non-exempt

Purpose: This position is a member of the Fund Development team and is responsible for implementing strategies to meet the council's philanthropic goals, including managing all aspects of grant funding, increasing alumnae engagement and assisting with fundraising campaigns.

Location: Flexible within our 61-county jurisdiction

Compensation: \$40,000

To Apply: Please submit resume and cover letter to jobs@bdgsc.org

Council Overview

With offices and camps in Charleston, Milton and Triadelphia, Girl Scouts of the Black Diamond Council serves approximately 7,000 girls and adults in 61 counties in four states - all in Appalachia. Girl Scouts is the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

Why you want to work here:

- At Girl Scouts of Black Diamond, we have a clear vision: to be a place where a diverse mix of talented people want to come, to stay and do their best work. We are dedicated to promoting diversity, multiculturalism and inclusion among our staff and membership.
- Flexible schedules available.
- Comprehensive benefits package including Medical, Dental, Eye and Life insurance; 401K; flexible spending account; optional supplemental insurance.
- Generous leave—3 weeks paid vacation to start, 12 sick days annually, 12 paid holidays annually PLUS the week between Christmas and New Year's.
- We are a dynamic, diverse, fun team of professionals who love providing a meaningful and impactful experience to girls and volunteers in our jurisdiction.

Essential Roles and Responsibilities:

- **Corporate fund raising**
 - Collaborates with the Chief Executive Officer and Senior Director of External Relations to set strategy for current and prospective corporate donors.
- **Grants**
 - Works with the all levels of the organization from the Board of Directors to volunteers to identify, cultivate, and solicit corporate, foundation and government agencies leading to increases in grant funding each year.
 - Collaborates with program and membership departments to collect and assemble the information needed for the development of grant proposals and reports.
- **Alumnae**
 - Promotes and fosters effective alumnae relations through continuing written communication and personal contact with constituent groups.
 - Develops and coordinates alumnae functions.
- **Events**
 - Assists with the development and delivery of special events.

Essential Requirements:

- Excellent time management and project management skills, including high attention to detail, effective analytical and organizational skills, with the ability to sometimes work under pressure and shift priorities in response to changing needs.
- Service-oriented team player able to work with others at all levels of the organization while managing priorities and procedures for accomplishing work assignments from/for multiple departments.
- Demonstrated analytical and persuasive writing skills experience, as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience.
- Event management experience preferred.

Required Qualifications:

- Bachelor's degree preferred; equivalent experience accepted.
- A minimum of two years' experience with similar job functions.
- Must have reliable transportation with insurance at required state level.
- Demonstrated proficiency in Microsoft Office (Outlook, Excel, PowerPoint, and Word) must be willing to learn, understand and apply new technologies with ability to understand basic data.
- Be or become a registered member of the Girl Scouts of the United States of America; have a working knowledge of Girl Scout philosophy and programming and be committed to the Girl Scout mission.

Physical Requirements:

- Ability to sit and stand for extended periods of time.
- Ability to lift, carry and transport at least 35 lbs.
- Must be able to sit in a meeting or at a workstation and a computer screen for up to two hours.
- Employee is required to have close visual acuity to perform activities such as: preparing and analyzing data and figures, transcribing, viewing a computer screen, and extensive reading.

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.