



Job Description

Fund Development Officer – Grant Writer

****To apply for this position, please go to: www.girlscoutsdiamonds.org**

SUPERVISOR: Fund Development Director

DEPARTMENT: Fund Development

FLSA STATUS: Exempt

LAST UPDATED: 4/14/2021

LEADERSHIP SUMMARY

The Fund Development Officer will infuse and model the Girl Scout Law into their everyday work to fulfill the mission of building girls of courage, confidence and character who make the world a better place.

POSITION SUMMARY

The Fund Development Officer is accountable for coordinating and implementing the council's efforts in securing funding from foundations, United Ways, corporate grant programs and government entities. Primary focus is managing and coordinating fundraising activities in support of organizational priorities. Under administrative direction, the Fund Development Grants Officer identifies, cultivates, solicits and stewards grant funders; serves as development liaison, collaborating with Mission Delivery staff members to fulfill all reporting and tracking of granted funds; develops and manages critical fundraising procedures; and supports the Fund Development team in special fundraising projects and collaborates in strategic goal setting.

MAJOR ACCOUNTABILITIES

- Aggressively researches and identifies charitable foundations, corporate giving programs and other potential sources of grant support and cultivates relationships with potential funders and stakeholders to support funding needs within our council and maintains a robust funder portfolio with a plan for donor acquisition, retention and stewardship.
- Works with other departments and the fund development team to research and identify specific funding needs of council programs/initiatives, raises funds to support those efforts and ensures the integrity of the grant management process and its transparency by active coordination of the grant bridge procedure.
- Develops and completes requests for funding (grants, proposals, letters of inquiry, etc.) through identification, cultivation, and solicitation of current and new funders.
- Ensures compliance with funder reporting and meeting attendance requirements.
- Supports fundraising strategies and methods/activities to ensure proper acknowledgement, recognition, and stewardship of donors; collaborates with other members of the fund development and communications teams in developing campaign

materials, case statements and brochures; works in collaboration to prepare reports and prospect research materials.

- Remains current with national, regional and local fundraising trends and laws impacting the fundraising initiatives.
- Builds working relationships and serves as development liaison to community organizations, donors and other key personnel to achieve success in fundraising; nurtures culture of philanthropic support both among internal and external audiences.
- Provides leadership with regional fund development events.
- Participates in special projects and other duties as assigned.

SUPERVISORY ACCOUNTABILITIES

Staff: None

Committee(s): None

CULTURAL EXPECTATIONS

Empathy – Approaches others with a service mindset. Offers humility and inspires trust. Trusts the good intentions of others. Takes time with people. Offers respect and kindness to all. Actively listens without judgement. Offers positive alternatives to challenging situations.

Possibility Thinking – Demonstrates eagerness to learn new things. Sees opportunity in ambiguity, change and transition. Displays flexibility in thinking. Explores alternatives before acting. Takes on challenging tasks. Respectfully offers collaboration with an openness to other's ideas.

Innovation – Knows the business. Thinks in unique and independent ways. Communicates ideas effectively. Learns from smart risk taking and failure. Pursues a standard of excellence.

Courageous Leadership – Works for the good of the whole. Works collaboratively with all. Maintains personal integrity. Resolves conflicts constructively. Helps others to grow and develop. Involves others in decisions affecting them.

KNOWLEDGE AND CREDENTIAL QUALIFICATIONS

Required

- Bachelor's degree in English, communications, marketing, journalism, public relations, or a related field
- Valid driver's license and safe driving record

Preferred

- Experience in fundraising, grant writing and grant management
- Knowledge of Girl Scout Leadership Experience

ABILITY AND SKILLS QUALIFICATIONS

- Ability to write persuasively, with clarity, while adapting to various styles of writing

- Excellent grammar skills with ability to proofread
- Ability to interact with diplomacy and tact amid diverse groups
- Ability to maintain relationships with funders and staff/contacts within their organization
- Ability to adapt and respond to various situations
- Ability to maintain high level of confidentiality and professionalism
- Ability to think creatively when facing challenges
- Knowledge of development/fundraising concepts and appropriate solicitation techniques
- Close attention to detail
- Subscribes to the principles of the Girl Scout Movement
- Demonstrated ability to successfully manage multiple priorities, work independently, and meet deadlines
- Marketing and presentation skills
- Project management skills
- Adheres to the AFP Donor Bill of Rights and Code of Ethic
- Strong human relations skills and ability to work well with people of diverse backgrounds
- Ability to exercise good judgement
- Excellent computer skills
- Solution-driven with the ability to effectively problem solve
- Strong initiative, self-motivated with the ability to work independently to reach fundraising goals and objectives

HOURS AND TRAVEL

- Willingness to work a flexible schedule, including some nights and weekends

SALARY

- \$38,400- to \$45,000-

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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.