



<b>TITLE:</b>	<b>Corporate &amp; Foundation Giving Manager</b>
<b>REPORTS TO:</b>	<b>Philanthropy Director</b>
<b>CLASSIFICATION:</b>	<b>Exempt, Full-Time</b>
<b>COMPENSATION:</b>	<b>\$45,000-\$55,000</b>
<b>LOCATION:</b>	<b>Chesapeake, VA</b>
<b>POSTED:</b>	<b>February 27, 2023</b>
<b>CLOSING:</b>	<b>Until Filled</b>

*Excellent benefit package including medical/dental insurance, health savings account, complimentary life insurance, discounted Aflac benefits, 403b/Roth with match, and a generous leave program starting your first day of employment. Remote work and flexible hours available after training.*

Add love of fundraising with a grammar guru, throw in savvy with financial reports, and finally of passion for mission driven organizations, and you get a successful corporate and foundation giving manager. This position provides plenty of opportunity to be out in the community talking with others about the benefits of the Girl Scout Leadership Experience and also private time for creative grant writing. Find the best of both worlds in this position.

## **ABOUT OUR ORGANIZATION**

We are one of 111 councils chartered by [Girl Scouts of the USA](#), the world's leading organization dedicated solely to girls, where, in an accepting and nurturing environment, girls build character and skills for success. In partnership with caring adults, girls develop qualities to serve them all their lives: strong values, social conscience, and conviction about their potential and self-worth. We serve nearly 8,000 girls throughout southeastern Virginia and northeastern North Carolina. With the guidance of nearly 4,000 dedicated and trained volunteers, girls discover the fun, friendship, and power of girls together.

## **SUMMARY OF POSITION**

The corporate & foundation giving manager will cultivate and solicit donors, with a focus on corporation and foundation donor relationships, that align with the Council mission, standards, goals, objectives, and budget. They are responsible for the review of grant finances, compliance requirements and reporting through each stage the life cycle of a grant from proposal to close out. They will cultivate and steward United Way relationships. They will manage assigned donor portfolio.

## **ACCOUNTABILITIES**

- Develop cultivation, solicitation and stewardship strategies and opportunities to achieve annual fundraising goals and maintain positive corporate and foundation donor relationships.
- Conduct prospect research and identify viable foundations, corporations and other resources on an ongoing basis to ensure an appropriate pool of funders to help achieve fiscal goals.
- Collaborate with appropriate council departments to identify needs and gaps in funding; seek out grant opportunities to meet these needs.
- Manage and conduct the full range of activities needed to develop persuasive proposals for corporate and foundation grant requests, including the writing of proposals, preparation of budgets, and development of final materials for submittal, ensuring all deadlines are met.
- Develop and manage relationships with United Ways, corporations, foundations, and others through periodic meetings with organizational representatives.
- Articulate the Council's mission and philanthropy priorities at outside/inside events as requested.
- Continually monitor fundraising progress through reporting and analysis and recommend creative strategies to ensure goals are met.

- Manage grants and report timelines through a monitoring system that facilitates efficient coordination and tracking. Maintain accurate and up-to-date information on foundation, corporate and government grant awards.
- Monitor monthly net assets report to ensure grants are expended in accordance with funder requests and coordinate with internal departments to ensure grant compliance and timely fund expenditures.
- Coordinate United Way relationships including Day of Caring and Annual Campaign.
- Create sponsorship plans that include setting appropriate levels and provide marketing opportunities for sponsors. Solicit designated corporate sponsorship, cash and in-kind donations for events and donor engagement.
- Manage assigned portfolio of donors including cultivation, stewardship and moves management of donors. Ensure the timely completion of action reports for entry into database.
- Collaborate with volunteers to create special events that include setting appropriate giving levels and provide marketing opportunities for sponsors. Manage event to ensure compliance with GSCCC expectations, policies, procedures, and goals.
- Assist with Council special events pertaining to donor stewardship and engagement.
- Create and run departmental donor database reports as needed. Serve as backup to philanthropy data specialist as needed.
- Participate in department goal-setting, budgeting, and planning. Create and develop fundraising goals and action plans related to corporate and foundation giving to be incorporated in the philanthropy plan.
- Exercise management, operational, and budgetary oversight in all areas of accountability.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity, and safety.

## **QUALIFICATIONS**

### ***Education, Experience, & Certifications***

- Bachelor's degree in a related field or equivalent professional experience.
- Minimum 3 years' experience in community engagement and grant/proposal writing with proven results (non-profit experience preferred).
- United Way experience preferred.
- Knowledge of Girl Scouting preferred.

### ***Skills & Competencies***

- Excellent technical computer skills in Microsoft Office including Word, Excel, Outlook, and donor database experience (Raiser's Edge preferred). Ability to learn new software as required.
- Willingness to become involved in leadership positions in civic and community groups.
- Ability to project a high level of professionalism while networking in the public arena. Ability to speak passionately and with conviction about the organizational mission and its importance to the public.
- Ability to analyze information, formulate work plans, articulate goals, and produce required statistical reports.
- Demonstrated experience in the planning and administration of budgets and actual/goal forecasting.
- Ability to clearly communicate verbally and in writing.
- Strong grammar, proofreading, and editing skills.
- Ability to maintain confidentiality.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Demonstrated commitment and ability to interact with diverse populations.

### ***Additional Requirements***

- Ability to work a flexible schedule including evening and weekends.
- Ability to travel throughout Council jurisdiction.
- Must have personal transportation, possess a valid driver's license, personal auto insurance, and meet the Council insurance company's requirement for coverage.
- Subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA.

- Successfully pass background investigation.

### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use. The employee must occasionally lift and/or move up to 25 pounds. The employee must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures, extensive reading, and driving. Evening and/or weekend work is occasionally required.

### **APPLICATION INSTRUCTIONS**

Visit <http://www.gsccc.org/Employment.aspx> to complete an online application or submit resume to:

Girl Scout Council of Colonial Coast, Human Resources  
912 Cedar Road, Chesapeake, VA 23322  
Phone 757-547-4405, Fax 757-547-1872,  
Email: [hr@gsccc.org](mailto:hr@gsccc.org)  
Equal Opportunity Employer

