

TITLE: Philanthropy Specialist
REPORTS TO: Philanthropy Director
CLASSIFICATION: Non-Exempt, Full-Time (35-hour workweek)
COMPENSATION: \$20-\$22 per hour
LOCATION: Chesapeake

Excellent benefit package including: medical/dental insurance (GSCCC pays 90% of medical premium), health savings account, complimentary life insurance, Aflac benefits, 403b/Roth with match, 12 holidays per year (including last week of December), and a generous leave program starting your first day of employment. Hybrid remote work and flexible hours available after training.

We are seeking a detail-oriented and proactive philanthropy team player. This role offers an exciting opportunity to support our organization's mission by providing essential administrative support to our philanthropy efforts. The ideal candidate will be highly organized, communicative, and passionate about contributing to meaningful causes.

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 more than 10,000 girls throughout southeastern Virginia and northeastern North Carolina. With the guidance of nearly 5,000 dedicated and trained volunteers, girls discover the fun, friendship, and power of girls together. From exploring science, technology and the environment to learning about healthy living, anti-bullying and financial literacy, girls are given opportunities to be challenged and learn new skills.

SUMMARY OF POSITION

The philanthropy specialist is responsible data management, gifts administration and processing, and administrative support. This includes reporting and analysis of data, gift processing and acknowledgements, managing data import and data entry, data mining and extraction, data quality initiatives, and other related activities. They assist with donor engagement and ensure a donor-centric customer service approach. Other functions include event support, online and direct response outreach, research, and maintaining giving portals .

ACCOUNTABILITIES

- Input timely and accurate constituent and donor information into NXT/RE database. Ensure data quality by identifying potential duplicate records, updating records, and researching new contact information.
- Ensure that all gifts are received, recorded, acknowledged, and applied in accordance with IRS and internal accounting controls. Monitor outstanding pledges and create/process invoices.
- Work with philanthropy team to support stewardship and cultivation activities, including data insights, research, communications, Salesforce inquiries, and reports.
- Manage donor inquiries, draft donor communications, and support stewardship initiatives.
- Serve as a philanthropy representative at public events and engage with donors.
- Generate fundraising reports to track progress and assess campaign effectiveness.
- Collaborate with the finance department to ensure reconciliation of gift information; produce updated financial, gift, and fundraising management reports, including monthly metrics.
- Maintains and updates procedures for all department gift-processing functions in Raiser's Edge as well as training staff as needed.

- Provide administrative and logistical support for fundraising events, including managing registrations, facility logistics, and communication with participants.
- Manage online and email campaigns that include the coordination of third-party app solutions.
- Produce philanthropy materials including obtaining bids with external printers and bulk mail costs to ensure deadlines and quality standards are met.
- Maintains strict confidentiality in respect to Philanthropy planning, donor records, employee records, financial reports, and any other information requiring discretion.
- Serve as backup for the retail shop specialist as well as support other departments with temporary administrative needs.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity, and safety.

QUALIFICATIONS

Education, Experience, & Certifications

- Associate's degree in a related field or equivalent experience. Higher education preferred.
- Minimum of 2 years' experience in database administration and/or fundraising. Raiser's Edge/NXT preferred.

Skills & Competencies

- Excellent technical computer skills in Microsoft Office including Word, Excel, Outlook, and CRM systems (Salesforce preferred). Ability to learn new software as required.
- Ability to project a high level of professionalism. Ability to speak passionately and with conviction about the organizational mission and its importance to the public.
- Excellent organizational skills, great attention to detail, and strong commitment to accuracy.
- Ability to clearly communicate verbally and in writing.
- Ability to document processes or process modifications.
- Strong grammar, proofreading and editing skills.
- Ability to create and analyze statistical reports.
- Ability to assist several staff on multiple, concurrent projects and tasks in an orderly and well-paced manner.
- Ability to maintain confidentiality.
- Demonstrated commitment and ability to interact with diverse populations.

Additional Requirements

- 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, and extensive reading. Evening and/or weekend work is occasionally needed.

APPLICATION INSTRUCTIONS

Visit <https://recruiting.paylocity.com/recruiting/jobs/All/f27a5664-7a9d-4988-baaf-00142f1be195/Girl-Scouts-of-the-Colonial-Coast> to complete an online application or submit resume.