



Individual Giving Officer

Compensation: \$75,000-85,000 DOE/neg.
Location: San Diego, CA
Reports To: Chief Advancement Officer

OUR STORY

Girls Scouts is 2.5 million strong—more than 1.7 million girls and 750,000 adults who champion girl ambition! Girl Scouts builds girls of courage, confidence, and character, who make the world a better place. With programs from coast to coast and around the globe, Girl Scouts offers every girl a chance to practice a lifetime of leadership, adventure, and success. There are 59 million women who grew up as Girl Scouts across the country, many of whom are now leaders in business, politics, science, education, technology, advocacy, arts, and community development.

Girl Scouts San Diego (GSSD) is one of 111 councils affiliated with Girl Scouts of the USA (GSUSA), with each council operating as an independent 501(c)3 organization. This means that all the funds we raise stay here in San Diego to support the local community. With the help of more than 8,000 volunteers, GSSD serves 15,000 girls in grades K-12 through the service area of San Diego and Imperial counties. GSSD's 100 regular staff and 150 seasonal camp employees work to develop, organize and deliver programs; recruit and retain membership; execute retail sales; maintain five properties, including two camps; and assure the business of Girl Scouting supports the needs of today's girls.

For more than a century, Girl Scouts San Diego has engaged and inspired generations of leaders. Through the Girl Scout Leadership Experience, the proven program that focuses on science, technology, engineering and math (STEM); the outdoors; life skills; and entrepreneurship (including the cookie and fall product programs), girls learn to empower themselves for a lifetime of leadership and success. Please visit <http://www.sdgirlscouts.org/> for more information.

POSITION SUMMARY

This is a tremendous opportunity to make a lasting impact on the lives of girls throughout San Diego! With an annual operating budget of \$13M, GSSD is the region's preeminent organization focused on developing and empowering girls. We are continuing to expand our team (currently 13 members within our Philanthropy & Marketing/Communications Department) with this new position, created to provide dedicated fundraising support for our critical programs.

The Individual Giving Officer will work closely with our Chief Advancement Officer to build the pipeline of donors from first-time contributors all the way up to the major gifts level. They will have the opportunity to further develop their skills, working across our entire portfolio of individual relationships, including major donors and planned giving. They will have responsibility for managing and executing every stage of the development process, including research, prospecting/identification, cultivation, solicitation and stewardship. They will oversee the pipeline and drive innovation to engage donors at every level (parts of which are handled by other team members). The Individual Giving Officer will ensure other staff members are caring for their portfolios, and manage their own portfolio of 75-100

individuals, ensuring that our supporters receive the highest level of service and appreciation. We are committed to a team-based approach to the development and stewardship of our donors. The Individual Giving Officer will work very closely with all members of our Philanthropy & Marketing/Communications team.

AREAS OF RESPONSIBILITY

- Develop a deep understanding of GSSD’s programs and impact in order to connect in a meaningful way with prospective supporters of our work.
- Effectively articulate the mission, goals and accomplishments of Girl Scouts San Diego to potential and current donors.
- Oversee and lead innovative efforts to engage individual donors.
- Engage with, cultivate, solicit and steward existing individual high-level donors.
- Ensure all individual portfolios are managed by their respective fundraisers.
- Identify prospective individual donors and develop individualized strategies to engage, cultivate, solicit and steward these prospects.
- Lead efforts to expand the planned giving program.
- Identify and implement strategies to retain and upgrade existing GSSD supporters.
- Working with marketing team members, assist in developing engaging donor communications.
- Assist in advancing a culture of philanthropy and collaboration within the Philanthropy & Marketing team and across the organization.
- Advocate for GSSD in a variety of public and private forums.
- Represent GSSD at events and community activities; attend and support events as needed (could include occasional evenings and weekends).
- Other duties as assigned.

REQUIRED SKILLS, EDUCATION & EXPERIENCE

- Minimum 3 years of frontline fundraising experience, with a strong understanding of relationship development strategies and tactics.
- Familiarity with annual, major and planned giving.
- Excellent interpersonal skills with the ability to listen to, connect with, and inspire a wide range of potential funders; strong emotional intelligence; warm and charismatic – a natural relationship builder.
- Articulate, poised, and possesses strong verbal and written skills.
- Demonstrates tact and diplomacy as and when situations might require, with the ability to handle sensitive information confidentially.
- Brings a collaborative approach and is excited to work as part of a close-knit team.
- Detail-oriented, but also values the “big picture”, remaining focused on long-term goals.
- Works efficiently under pressure, prioritizing tasks and responsibilities accordingly.
- Ability to work independently, demonstrate initiative, and achieve goals.
- Genuinely values diversity with sensitivity to the multi-cultural communities we serve.
- Excellent time management skills; strong organizational skills and attention to detail.
- Proficiency in the use of MS Office Suite; knowledge of Raiser’s Edge or related donor database.
- Must possess reliable personal transportation and meet insurance requirements. There will be travel within the local area.

Girl Scouts San Diego is an equal opportunity employer. We celebrate diversity and are committed to creating a positive and inclusive work environment for all employees.

For more information or to apply, please contact:

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