



Job Title: **Communications & Grants Manager**
Reports To: Chief Marketing & Development Officer
Location: Irvine, California
Salary: \$76,410.00 - \$87,156.00

We are Girl Scouts of Orange County! We are nearly 15,000 girls and 9,000 volunteers and adult members who believe in the power of every girl to change the world. We are champions of girl ambition, fueled by our unstoppable drive to provide every girl, regardless of age, background, or ability, the life-changing benefits Girl Scouts provides her to dream big and do bigger. Girls need the connectivity and sisterhood that Girl Scouts provides for self-expression, discovery, community, and inclusion – now more than ever. And with programs in every OC zip code, we offer every girl fun and inspiring experiences to practice a lifetime of leadership, adventure, and success. **Girl Scouts - building girls of courage, confidence, and character, who make the world a better place.**

Position Summary

The **Communications & Grants Manager** plays a key role in executing GSOC's communication strategies by creating compelling written content for fundraising efforts, general communication, and media outreach. This role is responsible for grant writing, copy editing, content creation across various platforms, and providing event support, including photography when necessary. The Communications & Grants Manager works closely with the Director of Marketing and Communications and the Fund Development team to drive impactful messaging, ensuring all communications align with the mission and goals of GSOC.

Essential Responsibilities/Activities:

- **Grant Writing & Fundraising Communications**
 - Lead the development of compelling grant proposals (including LOIs, proposals, and reports) to secure institutional funding.
 - Collaborate with development leadership to support donor journeys and personalized outreach strategies.
 - Craft persuasive donor communications, including direct mail appeals, email campaigns, donor acknowledgment letters, and impact stories.
 - Develop content for fundraising campaigns and work with the Fund Development team to tailor messages to different donor segments.
 - Write and edit donor-focused materials, including collateral, impact stories, thank-you letters, and recognition pieces.
 - Collaborate closely with the Fund Development team to identify funding opportunities and create fundraising content that resonates with potential donors.
- **Content Creation, Copy Editing & Tactical Communications**
 - Write and edit content for social media, newsletters, website copy, press releases, and general collateral material.
 - Provide copy editing support for all written communications, ensuring clarity, consistency, and alignment with GSOC's brand voice.
 - Support membership and revenue campaigns with content for product sales program, camp promotions, and membership recruitment & retention.

- Collaborate with the Director of Marketing and Communications to align content with the broader marketing and communications strategy.
- Support development and execution of cross-channel communication plans to advance organizational goals
- Support development of press materials and pitch media.
- **Occasional Event Support & Photography**
 - Provide general event support for in-person or virtual events, including preparing event materials and assisting with event logistics.
 - Capture event moments through photography as needed, ensuring high-quality images for use in promotional materials, reports, and social media.
 - Support event communications.
- **Technology & Workflow Optimization**
 - Leverage digital tools (AI, CRM systems, etc.) to streamline grant writing, content creation, and communication processes.
 - Maintain an editorial calendar to ensure the timely delivery of content across all platforms.
 - Support reporting on communication outcomes and grant success through digital platforms and content management systems.
- **Other duties and special projects as assigned.**

Qualifications

- Bachelor's degree in marketing, communications, or related field, or equivalent work experience required.
- Nonprofit experience preferred.
- 3+ years of grant writing experience, with demonstrated success in grant writing, donor communications, or fundraising appeals.
- 5+ years of professional writing experience, including digital and print content creation.
- Proven ability to write persuasive, results-driven copy that motivates readers to donate, join, attend, or purchase.
- Strong understanding of donor communications and experience in crafting messaging that resonates with donors.
- Excellent copy-editing skills with attention to detail, ensuring accuracy and consistency across all content.
- Some photography experience with the ability to capture high-quality images for events and general use.
- Experience with digital tools (e.g., AI, CRM platforms) to enhance productivity and communication workflows.
- Experience creating and managing an editorial or marketing calendar, with strong attention to timing, deadlines, and cross-functional collaboration.
- Self-starter who thrives in a fast-paced environment and embraces building processes from the ground up.
- Collaborative, proactive, and adaptable in a fast-paced, mission-driven environment.
- Bilingual ability (especially Spanish or Vietnamese) is a plus.
- Comfortable receiving feedback and committed to continuous professional growth

- Proficient in Microsoft Office required.
- Experience with Adobe creative suite, Adobe Experience Manager, Salesforce, Salesforce Marketing Cloud, Asana, and Canva a plus.
- Licensed and insured California driver; must pass background screening including driving.
- Willingness to accept the beliefs and principles of the Girl Scout Movement and acceptance of the relevant and compelling benefits of Girl Scouting.

GSOC is proud to be an equal opportunity employer. GSOC is committed to a process of diversity, equity and inclusion.

Apply online at: <http://www.girlscoutsoc.org/en/gsoc/employment.html>

Scan to View our Job Board:

