



Job Title: **Development Specialist**
Reports To: Director of Development
Location: Irvine, California
Salary: \$68,640.00 - \$75,000.00

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 **Development Specialist** supports Girl Scouts of Orange County's fundraising activities by coordinating alumni engagement, executing donor communications, entering and maintaining donor data, and supporting volunteer and stewardship activities. This role is critical to donor pipeline development, cultivation, and retention efforts across GSOC's campaigns and events.

Essential Responsibilities/Activities:

- **Alumni & Donor Engagement**
 - Coordinate outreach and events for GSOC alumni engagement.
 - Support personalized donor touches, campaign acknowledgments, and updates.
- **Volunteer Coordination**
 - Plan and execute volunteer engagement initiatives, including corporate volunteer events.
 - Liaise with internal departments to coordinate project logistics and needs.
- **Communications & Stewardship**
 - Draft and distribute donor communications, newsletters, and campaign messaging.
 - Collaborate with Communications & Grant Writer and Marketing team on content and stories.
- **Data Entry & Reporting**
 - Maintain donor records and enter gifts in Raiser's Edge NXT.
 - Pull lists and assist with reports for campaigns, appeals, and donor analysis.
 - Other duties as assigned.

Qualifications

- Bachelor's degree or equivalent work experience.
- 1–3 years of experience in nonprofit fundraising, communications, or events.
- Excellent attention to detail and project coordination skills.
- Strong writing and interpersonal skills.
- Proficiency with CRM systems (Raiser's Edge preferred)
- Proficiency with Microsoft Office Suite.
- 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.
- Bilingual ability is a plus.

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:

