

Director of Philanthropy

JOB TYPE: Full-time

SALARY: \$50,000-60,000

HOW TO APPLY: Applicants must submit RESUME AND COVER LETTER (PDF preferred) to jobs@bdgsc.org

******ONLY APPLICATIONS WITH A COVER LETTER WILL BE CONSIDERED******

WHO WE ARE: We are the preeminent leadership development organization for girls. Girl Scouts offers girls a chance to practice a lifetime of leadership, adventure and success. With support from dedicated adult volunteers, parents and staff, we deliver the best Girl Scout experience to 10,500 members: 7,500 girls and 3,000 adults in 61 counties within West Virginia, Ohio, Maryland and Virginia.

WHY YOU WANT TO WORK HERE:

- At Girl Scouts of Black Diamond, we have a clear vision: to be a place where a diverse mix of talented people want to come, to stay and do their best work. We are dedicated to promoting diversity, multiculturalism and inclusion among our staff and membership.
- Flexible schedules available.
- Comprehensive benefits package including Medical, Dental, Eye and Life insurance; 401K; flexible spending account; optional supplemental insurance.
- Free parking.
- Generous leave—3 weeks paid vacation to start, 12 sick days annually, 12 paid holidays annually PLUS the week between Christmas and New Year's.
- We are a dynamic, diverse, fun team of professionals who love providing a meaningful and impactful experience to girls and volunteers in our jurisdiction.

Position Reports To: Chief Executive Officer

Classification: Salaried, Exempt

Location: We are headquartered in Charleston, WV. This position location is flexible within our council jurisdiction. See here for map:
<https://www.bdgsc.org/en/about-girl-scouts/our-council/about-us.html>

Purpose: The Director of Philanthropy will help the Girl Scouts of Black Diamond Council set the direction and ensure our organization's longevity. The Director of Philanthropy will report to

the Chief Executive Officer (CEO) and will work with the senior management team, governing board, and staff to define the organization's vision and direction. You will be responsible for planning and implementing strategies to secure donors and contributions in support of the organization, provide oversight of the fund development program and team, monitor development activities, and address issues that may hamper growth and success.

Essential Roles and Responsibilities:

- Works with the chief executive officer, staff, and board in charting the organization's course in fund development strategy and overall vision. Is responsible for leading the strategic plan of work within the fund development team to achieve greater council goals.
- Oversees the design and implementation of fundraising campaign activities, including annual solicitations, events, grants, and donor-specific proposals.
- Responsible for the development and strengthening of fundraising capacity, including implementing best practices through the cultivation of individual donors, foundations, and corporations.
- Establish fund development policies, procedures, plans, goals and budgets; interpret and implement policies.
- Manages own portfolio of major gift donors and prospects and serves as a role model for all fund development actions in the council.
- Provides leadership to the board Sustainability Committee and collaborates with the chair and provides assistance and implementation of activities and ideas development by committee.
- Helps implement a culture of philanthropy throughout the council in coordination with the Chief Executive Officer.
- Serves as a Leadership Team member working with team members to implement the strategic plan and responsible for the council's overall health.
- Oversight and management of special events including virtual events.
- Develops a depth of knowledge regarding the design of the Girl Scout Leadership Experience and can easily articulate to any stakeholder the organization's virtues.
- Active participation in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
- Performs other duties as necessary or assigned to support the goals and objectives of GSBDC.

Required Skills:

- Strong planning, organization, and financial skills.
- Proficiency with Microsoft Office, Microsoft Windows, and internet technology.
- Technical skills in fundraising and solicitations, grant and proposal development, communications, and related fields.
- Ability to relate to people from a wide range of walks of life.
- Excellent leadership skills and the capacity to generate enthusiasm within the Girl Scout constituency for fundraising and public relations activities.
- Excellent written, verbal, and human relations skills.
- Decision-making and human relation skills.
- Skill in budget development, management, and analysis.
- Current valid drivers' license, proof of vehicle insurance, and vehicle availability.
- Ability to travel to sites within the council service and program jurisdiction area.
- Ability to work evenings and weekends when needed.

- Must complete and pass a criminal background check.
- Must hold membership in the Girl Scout organization and subscribe to the tenets of the Girl Scout Promise and Law

Required Cognitive Skills:

- Ability to analyze information, formulate work plans, articulate goals, and produce required statistical reports.
- Ability to sustain attention for completion of tasks and new learnings
- Have cognitive flexibility as we exist in a quickly changing and evolving environment.
- Ability to focus on a single topic as well as the ability to have divided attention
- Ability to process information quickly

Required Results:

- Increased visibility in the general community and marketplace positioning of Girl Scouting
- Increased volunteer support of fund development
- Increased financial support for Girl Scouts of Black Diamond Council
- Offset of current expenses by donations, sponsorships or partnerships

Required Habits:

- Ability to coordinate and prioritize multiple projects/ deadlines working independently and managing time effectively.
- Ability to work independently and be self-motivated but within a team environment.
- Ability to provide seamless integration and coordination of effort among departments, programs, and services.
- Commitment to the Girl Scout Mission, Promise and Law.
- Be coachable – seek help and take constructive criticism well.
- Seek out ways to be helpful and supportive to others.
- Confront conflict directly – deal with problems head on.
- Be dependable. Take responsibility for your own actions.
- Seeks to grow own knowledge in related field. Invest in your own self development.

Required Qualifications:

- Bachelor's or higher or equivalent experience PLUS...
- Minimum 4 years of upper management experience in fund development with an excellent track record in major gifts, planned giving, and annual funding.
- Advanced degree preferred.

Required Experience:

- Demonstrated success in increasing responsibility in fund development.
- Experience building and supporting high-functioning teams are essential.
- Proven grant-writing expertise.
- Experience with DonorPerfect or similar donor software program desired.
- Certified Fund Raising Executive (CFRE) preferred.

Success in this position looks like:

- A successful candidate will be able to build strong working relationships with other staff members that result in successful philanthropy strategy implementation that meets our council's goals.
- A successful candidate will be the go-to resource regarding fund development and philanthropy for our staff and board of directors.
- A successful candidate will be able to maximize cross-functional teamwork to create fundable proposals that reflect the work we are planning and the needs of our council.
- A successful candidate will be able to use their creative problem-solving skills and ability to gather and analyze data to create solutions for issues we are facing.

Physical Requirements:

The physical demands described here represent those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to speak or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, work in an office environment, work in a seated position, and work with computers. This position will occasionally require working outdoors in extreme weather conditions.

The employee must be able to drive and have a valid driver's license. The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Each employee has the responsibility for actively supporting and promoting the Council's commitment to diversity and for developing Council resources through increased membership, strengthening community connections, serving girls and fund development.