girl scouts
heart of michigan

Job Title:	Fund Development Specialist	**Reports To:**	Fund Development Team Leader
Department/Group:	Fund Development	**Job Code/ Req#:**	74200
Location:	MI – Ypsilanti	**Travel Required:**	Yes
Level/Salary Range:		**Position Type:**	Full-Time, Exempt
HR Contact:	Ashleigh Crisp Hobart	**Date posted:**	October 2, 2013
Will Train Applicant(s):	Yes	**Posting Expires:**	October 31, 2013

To apply please include a cover letter, resume, and employment application. Applications accepted by:

FAX OR E-MAIL OR WEBSITE:	**MAIL:**
(269)492-1439 or hr@gshom.org Subject Line: Fund Development Specialist - Ypsilanti **Attention:** HR Department **Website:** http://www.gshom.org/about/employment.html	HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008

Job Description

POSITION SUMMARY

The Fund Development Specialist will develop cultivation, solicitation, and stewardship strategies for a significant population of major giving donors.

ROLE AND RESPONSIBILITIES

1. Successfully manage assigned number of prospects from identification through cultivation and solicitation.
2. Effectively identify and cultivate new donors resulting in gifts and pledges.
3. Working with staff and volunteers, will successfully manage assigned prospects through cultivation and solicitation.
4. Review, update, and manage donor lists on an on-going basis to solicit donors at the appropriate solicitation levels.
5. Work with Fund Development Team Leader to develop new programs that will encourage increased giving.
6. Will plan educational and recognition events to promote Girl Scouting.
7. Motivate donors and community leaders to make GSHOM their organization of choice for giving.
8. Manage and participate in solicitations and stewardship activities up to and including small group meetings, professional presentations, and events.
9. Partnering with team continue to identify potential donors from events and campaigns that are held.
10. Complete research on prospective donors/community leaders and initiate appropriate contact.
11. Update donor database regularly when contact with every donor is made.
12. Other duties as assigned.

EDUCATION

- Bachelor's degree or equivalent experience in a related field

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KNOWLEDGE/SKILLS/ABILITIES

- High professionalism
- Demonstrated success with obtaining gifts and annual giving
- Must possess knowledge of volunteer organizations
- Excellent written and oral communication skills with public speaking experience required
- Demonstrated ability to work with a team to organize and oversee work assignments and create and carry out multi-faceted plans
- Excellent communication skills
- Self-starter with demonstrated ability to effectively manage an ongoing program, set priorities, and manage objectives
- Experience creating plans, budgets, and timelines
- Proficient with computers and other communication technologies including donor databases
- Ability to work independently and with a team
- Thorough understanding of local as well as regional markets
- Must have highly developed interpersonal skills and have the ability to make the "ask"
- Ability to meet travel requirements, including night, weekend and overnight travel
- Knowledge of Girl Scout program preferred
- Valid driver's license
- Flexibility
- Willing to become a member of Girl Scouts
- Occasionally lift and/or move up to 25 pounds

BENEFITS

- Medical
- Dental
- Vision
- Life
- Disability
- Flexible Spending Account
- 403(b)
- Vacation
- Sick
- Personal Leave

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.