

<b>Job Title:</b>	Fund Development Team Leader	<b>Reports To:</b>	Chief Development Officer
<b>Department/Group:</b>	Fund Development	<b>Travel Required:</b>	Up to 55%
<b>Location:</b>	MI- Kalamazoo and Jackson	<b>Status:</b>	Full-Time, Exempt
<b>Level/Salary Range:</b>	TBD	<b>Date Posted:</b>	05/24/2019

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

<p><b>Subject Line:</b> Fund Development Team Leader  <b>E-mail:</b> <a href="mailto:hr@gshom.org">hr@gshom.org</a>  <b>Website:</b> <a href="http://www.gshom.org/en/our-council/careers.html">http://www.gshom.org/en/our-council/careers.html</a>  <b>Fax:</b> (269) 492-1439</p>	<p><b>MAIL:</b>  HR Department  Girl Scouts Heart of Michigan  601 W Maple  Kalamazoo, MI 49008</p>
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**Job Description**

**POSITION SUMMARY**

The Fund Development Team Leader will implement cultivation, solicitation, and stewardship strategies, to ensure a successful achievement of development goals. Will provide leadership to Fund Development team across regional centers located in assigned geographic areas.

**ROLE AND RESPONSIBILITIES**

1. Office will be located in the Jackson Regional Center.
2. Working with staff and volunteers, will successfully manage assigned prospects through cultivation and solicitation.
3. Supervise and provide leadership to assigned Development.
4. Effectively identify and cultivate new donors resulting in gifts and pledges.
5. Review, update, and manage donor lists on an on-going basis to ensure solicitation of donors at the appropriate solicitation levels.
6. Develop new strategies, within the council fund development plan and goals, which will encourage increased giving with Fund Development Specialists.
7. Help develop and implement awareness strategies to promote Girl Scouting.
8. Work with assigned Development team members to ensure methods and touch points encourage donors and community leaders to make Girl Scouts Heart of Michigan their organization of choice for giving.
9. Manage and participate in solicitations and stewardship activities including: small group meetings, corporate and organization presentations, and events.
10. Attend key fundraising events across the council, as assigned.
11. Partnering with team continue to identify potential donors for events and campaigns.
12. Lead efforts with assigned team members, to continue developing research and stewardship plans on prospective donors/community leaders that will result in more effective solicitations.
13. Ensure that development team is updating donor records after every contact.
14. In conjunction with Chief Development Officer, ensure timely preparation and completion of reports for Board of Trustees, finance committee and fund development committees as required.
15. Frequent travel within the council to various meeting locations for donor visits, and team management.
16. Other duties as assigned.

#### **EDUCATION**

- Bachelor's degree or equivalent experience in a related field
- Three to five years of management and fund development experience desired

#### **KNOWLEDGE/SKILLS/ABILITIES**

- Minimum of three years' experience with non-profits in fund development, with progressive responsibilities
- Must demonstrate a high degree of professionalism
- Past supervisory and leadership experience
- Sound decision making skills
- Ability to build and motivate a team across assigned counties.
- Demonstrated success with obtaining gifts and managing multiple campaigns and events
- 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
- Employer Paid Life and Disability
- Voluntary Life
- Flexible Spending Account
- 403(b)
- Employee Assistance Program
- Vacation, Sick, Personal and Holiday Pay

**EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT**

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Chief Development Officer \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_