Position Description

Position Title: Director of Fund Development
Department: Fund Development
Location: Harrisburg
Reports To: CEO
Salary Grade: Exempt, 6

Position Summary
Responsible for generating both unrestricted and temporarily restricted funds in support of Girl Scouts in the Heart of Pennsylvania and its various activities through strategic, coordinated fundraising campaigns (annual giving, planned giving, special events, United Ways, capital campaigns and other agency support).

Key Responsibilities

- Provide professional expertise and direction on all aspects of fund development.
- Plan and implement multi-faceted fundraising campaigns that align with Council’s short and long-term goals and activities and strategically incorporate prospect research, donor cultivation, gift solicitation and appropriate and timely stewardship.
- Supervise fund development staff team of 3-5 people.
- Serves as primary staff liaison/support to the Fund Development Committee, and collaborates with the committee chair to mobilize board and committee members in expanding GSHPA’s base of support.
- Develop case for support of Girl Scouts in the Heart of Pennsylvania that aligns with immediate and long-term needs and opportunities that exist throughout the 30 county council and align with the Council’s overall priorities.
- Participate in the establishment of fund development policies, procedures, plans, goals, and budget; manage the fund development department budget.
- Aggressively seek new funding sources, maintain and build relationships with current/past donors.
- Plan, manage, and implement fundraising events.
• Work collaboratively with other departments and staff to identify fundraising opportunities, match them with new/existing funders, and solicit/secure gifts in accordance with and with the utmost respect for the Donor’s Bill of Rights.

• Develop and maintain a strategic alliance with volunteer base (currently 11,000+ members) that encourages the exchange of fundraising opportunities and capitalizes on volunteers’ local community knowledge/connections in a way that both positively promotes and proactively solicits community support for Girl Scouts in the Heart of Pennsylvania.

• Make recommendations for fund development staff concerning hiring, salary changes, promotions, transfers, and terminations.

• Provide professional quality customer service to donors, volunteers, staff, and other community contacts.

• Perform other duties as assigned in support of Council-wide initiatives and/or cross functional teams.

Skills & Qualifications

• Bachelor’s degree required.
• Five to seven years experience in fundraising with proven track record of raising $1 million+ annually using multiple fundraising; CFRP preferred.
• Three to five years supervisory experience.
• Excellent written and oral communication skills
• Strong organizational skills, analytical skills and attention to detail.
• Creativity, vision and ability to lead others.
• Proven track record of accomplishing goals while balancing multiple priorities
• Experience with Raiser’s Edge or other fundraising data management systems.
• Experience in cultivating/maintaining relationships with donors.
• Ability to work a flexible schedule, including nights and/or weekends, and a willingness to travel throughout the 30 county council as needed.
• Car and valid driver’s license necessary to carry out assignments.
• Ability to work with cooperatively with individuals of diverse backgrounds and ages.
• Proficient in the use of Microsoft Windows and Office software.
• Ability to lift up to 25 pounds.
• Ability to sit and stand for extended periods of time

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