



Position Description
INDIVIDUAL, FOUNDATION & CORPORATE GIVING COORDINATOR

Department: Philanthropy	FLSA: Exempt
Reports To: Chief Philanthropy Officer	Status: Full-time
Salary: \$58,500-\$62,000	Created: <i>January, 2024</i>

JOB SUMMARY:

The ***Individual, Foundation & Corporate Giving Coordinator*** is responsible for coordinating annual fundraising campaigns and activities to increase philanthropic revenue from individuals, foundations and corporations to meet annual goals and successfully accomplish strategic initiatives.

JOB RESPONSIBILITIES:

- Execute annual fundraising initiatives for individual giving to achieve revenue goals and achieve GSHH growth strategies. Includes coordinating the Friends & Family Annual Giving Campaign, assisting with community/alumni fundraising efforts and other engagement campaigns/activities.
- Manage grant administration for existing grant funders and develop new foundation funders by researching prospective foundations, writing grant proposals and preparing reports. Work cross-functionally with other GSHH teams to fulfill grant requirements/timelines/budgets.
- Research and assist with developing corporate partnerships to increase corporate funding, including preparing grant applications for corporate foundations.
- Assist with implementing multi-channeled fundraising and communications strategies that inspire increased donor engagement and support (e.g. assist with preparing donor newsletter, online donation pages, social media campaign appeals, email and direct mail appeals, etc.)
- Coordinate/attend committee meetings as needed, may include taking minutes and preparing agendas.
- Represent GSHH and Girl Scouting at external meetings and events as requested.
- Perform other duties as assigned.

REQUIREMENTS:

Education, Preparation, and Training

- College degree - Associates Degree, Bachelor's preferred.
- Commitment to the Girl Scouts' mission.
- Successful completion of a background check.

Skills

- Minimum 3 years general fundraising experience.
- Demonstrated success as a grant writer.

- Able to efficiently and accurately utilize a donor database management system (Raisers Edge preferable) to track donor information/interaction and conduct donor analytics and research.
- Exceptional communication skills - Articulate with the ability to relate to donors, volunteers and GSHH members to establish a rapport and credibility with a range of people.
- Self-starter with ability to multi-task, independently solve problems, proven organizational skills, strong administrative skills and is efficient and able to prioritize and meet deadlines. Must have strong attention to detail skills.
- Excellent written and presentation skills with ability to prepare presentations.
- Basic knowledge of not-for-profit financial information with ability to prepare/understand project budgets.
- Must be able to work a flexible schedule with nights and weekends, as needed.
- Strong work ethic, unquestionable reputation for honesty and integrity.
- Must have the ability to maintain utmost confidentiality at all times.
- Must be able to ensure quality customer service with co-workers, volunteers, girl members and other external contacts.

Physical Demands

- Able to lift up to 25 lbs.
- Extensive time sitting and standing.

Computer Skills

- Proficiency in Microsoft Office Suite including Word, Excel, PowerPoint and Outlook.
- CRM database proficiency, preferably in Raiser’s Edge.

Travel

- Must possess own car and valid driver’s license.
- Must be able to travel to other locations across all 7 counties as needed, and travel to the Montgomery headquarters at least twice/week.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities

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