

JOB DESCRIPTION

TITLE:	Philanthropy Manager
REPORTS TO:	Vice President, Philanthropy
POSITION SUMMARY:	<p>The Philanthropy Manager is responsible for annual giving opportunities that support the organization's mission within a comprehensive philanthropic program. This includes annual appeals in various forms; identifying, cultivating, soliciting and stewarding prospective funders and annual giving leaders. Plan, coordinate and oversee major fundraising events, including securing corporate sponsorships. Partners with colleagues from programming and other departments, as appropriate and needed, to strategize opportunities and to ensure accountability/stewardship.</p>
SKILLS:	<p>Demonstrated relationship building; solid strategic thinking; superlative verbal and written communication; excellent customer service with strong attention to detail; strong ability to manage time including prioritization of most critical work that contributes to expected outcomes; ability to take initiative, and work independently; demonstrated ability to work on a team and create collaborative partnerships along with the ability to set expectations, delegate, hold others accountable, and provide feedback. Experience managing volunteers.</p>
SOFTWARE SKILLS:	<p>Strong computer skills including Microsoft Office products, Wealth Engine, internet search engines, and experience using Raiser's Edge or other database applications.</p>
ACCOUNTABILITIES:	<p>Plan, coordinate, and oversee all aspects of fundraising events, including securing financial support and logistics.</p> <p>Maintain prospective gift pipeline from identification through stewardship. Analyze results and make strategic adjustments, as appropriate.</p> <p>Manage a comprehensive annual giving appeal program across multiple platforms of delivery including direct mail, e-mail, social media, etc. Analyze results and make adjustments to build successful fundraising programs.</p> <p>Develop and implement internal philanthropy communication plans including tool kits and staff appeal. Collaborate with program leaders and other staff to develop and implement strategies for appeals.</p> <p>Manage third party fundraisers and support customer affinity programs, e.g., Kroger Rewards, Amazon Smiles, etc.</p> <p>Engage CEO, VP of Philanthropy, and Board Members as appropriate in building and maintaining relationships with funders including strategic development, personal meetings, hosting at events, and site tours.</p> <p>Demonstrate an understanding of institutional history and current programs.</p> <p>Actively support the Council's commitment to diversity and equal employment opportunity policy.</p> <p>Understand and operate within Girl Scout policies, standards, and procedures.</p>

Other duties as assigned.

POSITION REQUIREMENTS: Bachelor's degree preferred or equivalent combination of education and experience.
Minimum 2 or more years' experience in fundraising with emphasis on special events.
Demonstrated ability to manage a portfolio and build comprehensive campaigns.
Proficiency in Microsoft Office Suite (2007, 2010) and Raiser's Edge.
Daily access to dependable transportation, valid driver's license and insurance required.
Bending, stretching, and kneeling.
Ability to lift and carry up to 35 lbs.

JOB CLASSIFICATION: Non Exempt Salary

The Girl Scouts of Ohio's Heartland Council, Inc. is an equal opportunity/affirmative action employer. The Council will employ qualified individuals to fill job vacancies on the basis of their experience, ability and aptitude.

