

JOB DESCRIPTION

TITLE:	Philanthropy Manager
REPORTS TO:	Vice President, Philanthropy
POSITION SUMMARY:	<p>The Philanthropy Manager will be responsible for grant management and donor stewardship. Duties would include researching, identifying, and writing proposals and applications for both public and private grant opportunities. Will be responsible for maintaining accurate and consistent donor information and analytics, ensuring timely stewardship activity to donors. Responsible for tracking and reporting grant progress to support the organization's fundraising and program priorities. Partners with program leaders to strategize and ensure targeted grant goals are met.</p>
SKILLS:	<p>Superlative writing, listening, and oral communication skills; solid problem solving, critical thinking, and analytical skills; strong attention to detail and time management skills with the ability to proactively plan the grants schedule; 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, hold others accountable, and provide appropriate feedback; ability to handle multiple tasks simultaneously, prioritize work assignments and business needs in order to meet complex timelines; demonstrated experience and knowledge in research using online and other resources.</p>
SOFTWARE SKILLS:	<p>Strong computer skills including Microsoft Office products, internet search engines, online grant research tools, and experience using Raiser's Edge or other database applications.</p>
ESSENTIAL DUTIES:	<p>Prepare and submit grant proposals and subsequent reports meeting all grant submission criteria including researching and synthesizing need and performance data such as census reports and other government and social service data.</p> <p>Responsible for all aspects of data entry in Raiser's Edge software including gift entry, donor acknowledgement, record maintenance, and donor analysis.</p> <p>Proactively and regularly research, review, analyze, and make recommendations regarding potential funding opportunities using internet, trade associations, government documents, and other philanthropic sources.</p> <p>Collaborate with program leaders and other staff to develop a strategy utilizing project concepts that best deliver the desired dollars for the program.</p> <p>Maintain inventory of current grant proposals and awards, monitor solicitations; and develop internal progress and summary reports.</p> <p>Prepare, monitor, and manage a follow-up and report schedule to ensure grant requirements are met.</p> <p>Comply with all grant reporting as required by foundation/corporate donors.</p>

Assist programs with reports and implementation connected to awarded grants as requested. Prepare other reports as necessary to support agency information and metric needs.

Work in conjunction with accounting department to assure grant budget accuracy, detail, and follow-through.

Establish and steward relationships with foundations, and United Ways.

Maintain updated policies and procedures for database standards, operation, maintenance and troubleshooting.

Reconcile gift processing with council financial records.

Complete matching gift requests, Combined Federal Charitable campaign requests, and Passthroughs on an ongoing basis.

Demonstrate an understanding of institutional history and current programs. Make appointments for VP Philanthropy, CEO, or other staff with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees).

Actively support the Council's commitment to diversity and equal employment opportunity policy.

Understand and operate within Girl Scout policies, standards, and procedures. Utilize the Girl Scout Leadership Experience and Journeys pathways to provide an informal, value centered, educational experience to the membership while actively supporting the council's Strategic Learning initiative.

Other duties as assigned.

POSITION REQUIREMENTS: Bachelor's degree in communications, English, or related field is required.
2 or more years' experience in grant writing.
Demonstrated ability to raise money through grants.
Specific experience writing United Way, government or other complex grants.
Daily access to dependable transportation, valid driver's license, and insurance required.
Proficiency in Microsoft Office.
Knowledge of Raisers Edge.
Bending, stretching, and kneeling.
Ability to lift and carry up to 35 lbs.
Must be able to withstand long periods of sitting and typing.

JOB CLASSIFICATION: 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.

