

# Position Description

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**POSITION TITLE:** Resource Development Manager

**SALARY GRADE:** 7

**DEPARTMENT:** Resource Development

**FLSA:** Exempt

**REPORTS TO:** Chief Development Officer

**DATE:**

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**Position Summary:** The Resource Development Manager is accountable to implement resource development activities and campaigns in order to build financial and community support within the Girl Scout council's region. The Manager will cultivate and maintain relationships with United Ways, grant funders, community partners, and alumnae that will increase visibility and funding to further the council's goals.

## **Major Accountabilities:**

1. Works closely with the Chief Development Officer to develop and administer development team operating plan and budget to achieve council objectives.
2. Aggressively seeks new funding sources and maintains relationships with current and past donors.
3. Develops and implements a robust annual giving program.
4. Develops and implements an annual plan to identify, cultivate and solicit Girl Scout Alumnae.
5. Coordinates logistics for council sponsored resource development events.
6. Establishes a presence in the communities she/he represents to increase Girl Scout visibility.
7. Responsible for researching grant opportunities for corporations and foundations, applying for grant opportunities and obtaining grant funding.
8. Responsible for administration and reporting requirements for all grants.
9. Responsible for annual submission of all United Way/United Fund allocations requests.
10. Responsible for development, implementation, collection and interpretation of outcomes measurement data.
11. Provides information and interpretation of council and Girl Scouts of the USA policies and programs to reinforce the role of Girl Scouting.
12. Serve as liaison for United Way workplace campaign.
13. Serves as a council liaison with other community groups, civic organizations, educational institutions, Chambers, etc. Attends community events as requested and makes presentations to community groups on behalf of the council.
14. Works closely with the Marketing/Communications Department to develop and implement marketing strategies to promote the Girl Scout image for donor cultivation.
15. Shares responsibility for support, implementation and promotion of all areas of the organization's plan of work.
16. Provides information and interpretation of council and Girl Scouts of the USA policies and programs to reinforce the role of Girl Scouting.
17. Performs other duties as assigned.

## **Position Qualifications:**

Bachelor's degree in related field or experience commensurate with degree in fundraising and marketing; 5 years of fund development in the non-profit or profit sectors; excellent community cultivation and marketing skills; thorough understanding of local as well as regional markets; ability to follow through on

projects; accuracy; ability to pay close attention to detail and maintain confidentiality; must have highly developed interpersonal skills and have the ability to make the “ask”.

Strong human relations skills such as leadership, networking and ability to effectively manage volunteers; demonstrated ability to successfully handle conflict resolution at all levels with a variety of people; ability to communicate the written and spoken word with tact, diplomacy, and/or authority when necessary; computer literacy and technical knowledge of computer software programs such as Word, Publisher, PowerPoint, Excel and the internet; excellent analytical and organizational skills required; demonstrated ability to prioritize tasks, successfully manage multiple priorities simultaneously, work under pressure, meet deadlines and deal with change; well-disciplined and self-starter; ability to work well as a part of a team; unequivocal commitment to pluralism; ability to meet travel requirements, including night, weekend and overnight travel; knowledge of the Girl Scout program preferred; valid driver’s license; access to a properly licensed and insured vehicle in working condition; flexibility and a good sense of humor.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, ability to read numbers, reports and computer terminals. Occasional high stress work may be required in dealing with volunteers/staff. Evening and/or weekend work is required. The job requires travel.

### **Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities as needed.

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

**This position description does not constitute a contract.**