

Position Description PHILANTHROPY SPECIALIST

Department: Philanthropy	FLSA: Exempt
Reports To: Chief Financial Officer	Status: Exempt - Full-time
Supervises: N/A	Updated: <i>January, 2024</i>
Salary Range: \$55,000-\$62,000	

JOB SUMMARY:

The Philanthropy Specialist is an integral member of the GSHH Philanthropy team, supporting fundraising and development initiatives and bolstering organizational efficiency through utilization of database.

The Philanthropy Specialist will research, develop and communicate funding initiatives to constituents, with a focus on customer service and sustainable membership.

JOB RESPONSIBILITIES:

- Work closely with the CPO to develop and implement an annual fund development plan that aligns with GSHH strategic plan and priorities
- Manage and develop a select group of donors and prospect as assigned by the CPO
- Research and identify prospective donors and existing donors for increased giving
- Manage grant administration for existing grant funders and develop new grant funders by writing grant proposals and reports. Work cross functionally with other GSHH teams to ensure meeting grant requirements
- Work with CPO and marketing/communications to implement multi channeled donor communications that inspire donor engagement and support
- Oversee coordination of donor engagement campaigns, event and activities
- Liaison to Board Philanthropy Committees
- Plan and implement various philanthropy community fundraising/alumni committees and other meetings and events
- Ability to efficiently and accurately utilize a donor database management system preferably Raisers Edge
- Maximize and increase donor support by cultivating positive relations with donors, promoting GSHH to potential donors, business leaders and government officials in written and verbal communications.
- Prepare reports and analysis of donor gifts, contact lists and trends as needed.
- Coordinate and support fundraising events, pre-event through wrap up.
- Recommend communications strategies to cultivate improved relations as demonstrated by financial results and improved metrics for lapsed-acquired donors.
- Perform other duties as assigned.

REQUIREMENTS:

- Bachelor's degree in a related field or equivalent work experience
- Minimum 2-years fundraising experience.
- CRM data entry experience, Raiser's Edge experience preferred.
- Must be able to ensure quality customer service.
- Must be well organized, self-directed as well as a team player.
- Must be able to work a flexible schedule as needed.

- Strong work ethic, unquestionable reputation for honesty and integrity.
- Must have the ability to maintain utmost confidentiality at all times.

Physical Demands

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

Computer Skills

- Proficiency in Microsoft Office Suite including Word, PowerPoint, Excel, and Outlook.
- Database proficiency, preferably in Raiser's Edge.

Travel

- Must be able to travel to other offices, possess own car and valid driver's license, on an as needed basis.

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 to perform the essential duties.

***To apply please forward cover letter and resume to
acrouch@girlscoutshh.org***