**Title: Grants and Annual Fund Manager**

**Status: Full-time**

**Service Center: TBD**

**Job Summary**

Responsible for implementing fund development strategies designed to acquire financial resources to support the council’s goals. Develop and submit proposals and funding applications to United Ways, foundations, and other grantors. Responsible for cultivating and maintaining relationships with assigned organizations. Provide organizational reporting to funders, assist with annual campaigns, and special events. Participate in fund development activities conducted by the council.

**Essential Duties and Responsibilities**

* Manage all aspects of the grant process to secure funding for programs, ongoing operating and capital needs, financial assistance, and other council-identified projects. Manage the United Way application and reporting process. Keep all internal stakeholders informed of funding restrictions, reporting requirements, and deadlines, assigning responsibilities as needed.
* Take the lead in cultivating and maintaining relationships with United Ways, foundations, and other assigned funders. Prioritize and maintain personal contact with all assigned funders. Participate in all required funder trainings and informational meetings. Work productively with a diverse group of people.
* Research, develop, and prioritize new sources of funding on an ongoing basis, keeping up with trends in the field as they apply to girls. Use on-line information retrieval services to gather information in support of research projects. Cross-reference with GSUSA materials.
* Represent the council as needed to both internal and external audiences, traveling as needed to meet with United Way and foundation personnel to cultivate collaborative and financial support for Girl Scouting.
* Runs necessary statistics and reports from Donor Perfect Online and enters and maintains all proposal data in Donor Perfect.
* Establish positive working relationships and communication with diverse individuals to include staff, volunteers, funders, and the community at large. Provide feedback to appropriate departments regarding community and volunteer trends, issues, suggestions. Act as a credible resource person able to represent and implement all aspects of Girl Scouting. Exhibit positive leadership qualities both within the organization and when representing the organization to the community.
* Assists and supports other staff members as needed with the creation of grants.
* Creates development-related articles for social media (i.e. Facebook) e-blasts, donor newsletter, website, and annual report.
* Develops cases for support and assists Chief Advancement Officer with appeals, stewardship pieces and other writing assignments on an as-needed basis.
* Creates general fundraising collateral materials (planned giving brochures, etc.) in concert with graphic designer and other staff.
* Assists Chief Advancement Officer with special projects (i.e. conducting lower level asks to Camp CEO mentors, etc.).
* Attend required staff/team meetings.
* Subscribes to tenets of the Girl Scout Promise and Law.
* Other related duties as requested.

**Education and Experience**

* Four year degree preferred
* Documented previous experience and success with proposals approved at $100,000+ (preferred).
* Previous fundraising or committee experience desired. Work with foundations and United Ways (preferred).

**Required, Specialized, or Technical Knowledge:**

* Excellent verbal and written communication skills to establish clear expectations in a fast-paced setting.
* Ability to make independent decisions and ability to interact effectively with staff and volunteers at all levels of the organization.
* Working knowledge of Microsoft computer software required.
* Ability to employ strict discretion in sensitive situations.
* Comfort with uncertainty and ambiguity while being proactive in anticipating and preempting problems.

**Posted:** Date