
Position Title: **Individual Gift Campaign, Special Events, and Corporate Sponsorships Manager**
Reports To: Chief Development & Communications Officer
Classification: Exempt

POSITION SUMMARY:

The **Individual Gift Campaign, Special Events, and Corporate Sponsorships Manager** serves on the Development and Communications team and is responsible for increasing revenue through individual gift campaigns, special events, and corporate sponsorships by identifying, cultivating, soliciting, and stewarding prospects and donors for the purpose of advancing the mission of Girl Scouts of North-Central Alabama (GSNCA). In addition, the person in this position oversees the planning and implementation of small and large special events and campaigns to raise funds by engaging prospects, alumnae, and donors to build community.

MAJOR ACCOUNTABILITIES:

- Assists in the development of the annual grants calendar, completes applications for grants and foundations, and assists in establishing yearly goals.
- Manages workflow to meet scheduled due dates.
- Represents GSNCA in an excellent manner to ensure successful outcomes for all special events and fundraising campaigns.
- Plans and implements special events to include development of budget, creation of sponsorship materials, cultivation of donors and volunteers, and execution of post event follow-up, acknowledgements, and reporting.
- Coordinates fund development event marketing efforts in collaboration with communications team to include promotion on social media, traditional media outlets, and the council website.
- Plan and execute regularly scheduled fundraising campaigns tailored to target audiences through collaboration with the communications team to create promotional materials and messaging; campaigns to include but not be limited to:
 - Early spring campaign for camp and event scholarships
 - Late summer campaign for membership scholarships
 - Giving Tuesday campaign
 - End of year holiday campaign
 - Cookie booth buyout campaign
 - Gold Award scholarship and legacy giving campaign
 - Family giving campaign
- Designs, administers, and maintains campaign and event databases, dashboards, templates and reports, reports campaign and event metric, trends, and results.
- Ensures diversity and pluralism is embraced and incorporated into work of council.
- Other duties and special projects as assigned.



KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's degree in nonprofit management, business, or a related field required.
- Minimum of 2 years of experience in fundraising
- Strong communication skills with the ability to craft compelling messages.
- Proficiency in Microsoft Office Suite and donor management software.
- Ability to travel within North-Central Alabama and occasionally work evenings or weekends as required.
- Strong interpersonal skills with the ability to engage diplomatically and effectively with diverse groups.
- Ability to adapt to changing circumstances with flexibility and responsiveness.
- Upholds confidentiality and professionalism in all interactions.
- Demonstrates critical and creative thinking to solve problems efficiently.
- Understanding of fundraising principles and solicitation techniques.
- Passion for and commitment to the mission and values of the Girl Scout Movement.
- Exceptional ability to manage multiple priorities, meet deadlines, and work independently, think strategically, and know when to seek guidance.
- Adheres to AFP Donor Bill of Rights and maintains high ethical standards in fundraising.
- Experience with Raiser's Edge or similar donor management software is preferred.

WORKING CONDITIONS:

- Requires the physical mobility to sit and walk for moderate periods of time.
- Requires the ability to occasionally carry or lift objects, more frequently in particular cycles, weighing up to 20 pounds.
- Requires the ability to drive during daytime and nighttime hours in various weather conditions and to remote locations.

Salary: Based upon experience

Location: HYBRID

Please send your cover letter with salary expectations and resume to:

aogburn@girlscoutsnca.org