

## **GSHPA External Job Posting**

Position Title: Director of Fund Development and Communications  
Department: Fund Development and Communications  
Location: Harrisburg  
Reports To: Executive Vice President  
Salary Grade: Exempt, 6

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### **Position Summary:**

Responsible for generating both unrestricted and temporarily restricted funds in support of Girl Scouts in the Heart of Pennsylvania and its various activities through coordinated fundraising campaigns (annual giving, planned giving, special events, 25 United Ways, capital campaigns and other agency support) while also overseeing communications department's efforts in support of council plans and activities.

### **Key Responsibilities:**

- Provide professional expertise and direction on all aspects of fund development.
- Plan and implement multi-faceted fundraising campaigns that align with Council's short and long-term goals and activities and strategically incorporate prospect research, donor cultivation, gift solicitation and appropriate and timely stewardship.
- Develop case for support of Girl Scouts in the Heart of Pennsylvania that aligns with immediate and long-term needs and opportunities that exist throughout the 30 county council and align with the Council's overall priorities.
- Participate in the establishment of fund development policies, procedures, plans, goals and budget; manage the fund development department budget.
- Aggressively seek new funding sources, maintain and build relationships with current/past donors.
- Plan, manage and implement fundraising events.
- Work collaboratively with other departments and staff to identify fundraising opportunities, match them with new/existing funders and solicit/secure gifts in accordance with and with the utmost respect for the Donor's Bill of Rights.
- Develop and maintain a strategic alliance with volunteer base (currently 11,000+ members) that encourages the exchange of fundraising, public relations and marketing opportunities and capitalizes on volunteers' local community knowledge/connections in a way that both positively promotes and proactively solicits community support for Girl Scouts in the Heart of Pennsylvania.
- Serve as primary staff liaison/support to the Fund Development Committee.
- Oversee development and implementation of a comprehensive communications plan that strategically incorporating both the internal (i.e. 50,000+ volunteers, parents and girls) and external audiences (i.e. local communities within a 30 county council).
- Make recommendations for staff concerning hiring, salary changes, promotions, transfers and terminations.
- Provide professional, quality customer service to donors, volunteers, staff and other community contacts.
- Perform other duties as assigned in support of Council-wide initiatives and/or cross functional teams.

### **Skills & Qualifications:**

- Bachelor's Degree required.
- Five to seven years experience in fundraising with proven track record of raising \$1 million+ annually using multiple fundraising activities; CFRE preferred.
- Three to five years supervisory experience.
- Excellent written and oral communication skills.
- Strong organizational skills, analytical skills and attention to detail.
- Creativity, vision and ability to lead others.
- Proven track record of accomplishing goals while balancing multiple priorities.

- Experience with DonorPerfect or other fundraising data management systems.
- Experience in cultivating/maintaining relationships with donors.
- Ability to work a flexible schedule (including nights and/or weekends) and a willingness to travel throughout the 30-county council.
- Car and valid driver's license necessary to carry out assignments.
- Ability to work cooperatively with individuals of diverse backgrounds and ages.
- Proficient in the use of Microsoft Windows and Office software, a calculator and a copier.
- Ability to lift up to 25 pounds

**Application procedure:**

Interested individuals should forward a resume with cover letter stating salary requirements to Human Resources [dventresca@gshpa.org](mailto:dventresca@gshpa.org) or fax to 570-501-2321.

**EOE/Committed to Diversity**