

GIRL SCOUTS OF MICHIGAN SHORE TO SHORE POSITION POSTING

Title: Fund Development Specialist

Reports to: Director of Fund Development and Communications

Classification/FLSA Status: Regular Full-time/Non-Exempt

Location: Grand Rapids Service Center

Grade: 10

Position Summary: The Fund Development Specialist provides support to the Director of Fund Development and Communications as needed acting as an Administrative Assistant as well as managing the Raiser's Edge database. This includes managing and assisting with report creation for the donor database, drafting correspondence and providing receipts and acknowledgements to donors, assisting with event logistics, participating in events, note taking, assisting with meeting preparation, helping with marketing projects and conducting potential prospect research.

It is critical that this person have the ability to interact with all levels of the organization, respond well to pressure, is resourceful and efficient, and maintain a high level of professionalism and confidentiality. Expert level written and verbal communication skills, strong decision making ability and attention to detail are equally important of this incumbent.

Essential Duties and Responsibilities:

1. Serve as frontline communications for the Fund Development and Communications department.
2. Manage the Raiser's Edge database and ensures proper data entry of donor information.
3. Process all gifts, acknowledgements, and reporting for cash contributions, in-kind contributions, online gifts, and matching gifts.
4. Create and log accurate gift coding, all pledge payments, gift invoices, past-due tracking, and receipts.
5. Implement and manage a cross department grant tracking system to ensure open communication, timely reporting, and donation stewardship.
6. Pull lists for mail merges, constituent biographical data for mailings, and other requested lists by the development staff.
7. Manage all grant and United Way submissions and reporting.
8. Coordinate regular database maintenance duties e.g. consistent format.
9. Provide assistance to the Director of Fund Development and Communications supporting volunteer committees including preparation of materials and coordinating logistics; assures meeting follow-up.
10. Work with Fund Development staff and volunteers to organize and coordinate event details and logistics.
11. Assist with marketing and communications projects including the newsletter, email blasts, updating the website, social media activities, mailings, etc.
12. Ensure all research and donor records and information are obtained and maintained in an ethical and confidential manner.
13. Ensure that diversity and pluralism are embraced and incorporated in to the work of the council.
14. Other related duties as assigned.

Requirements:

1. Adherence to Girl Scouts of Michigan Shore to Shore policies and procedures
2. Registration as a member of Girl Scouts of the USA
3. Willingness to travel and ability to attend out of office meetings as required

Qualifications:

1. Bachelor's degree or equivalent experience in relevant field
2. Minimum of two years of administrative office experience, preferably in a nonprofit environment
3. Strong working knowledge of Raiser's Edge database management system
4. Ability to utilize independent judgment and establish priorities and make effective decisions in a timely manner
5. Excellent writing and editing skills
6. Ability to effectively communicate in a variety of settings
7. Ability to be flexible, well organized and detail-oriented
8. Strong commitment to customer service
9. Possess excellent computer skills, including Microsoft Office applications
10. Ability to work effectively with teams
11. Ability to prioritize multiple tasks and follow-through with minimal supervision
12. Ability to handle confidential matters in a mature and responsible manner
13. Desire and aptitude for learning new concepts quickly
14. Commitment to Girl Scout values including an unequivocal commitment to pluralism
15. Bilingual skills encouraged (English/Spanish)

**To apply for this position, submit a cover letter and resume or an Application for Employment to
Girl Scouts of Michigan Shore to Shore, Attn: Human Resources, via
E-mail hr@gsmists.org, fax (616) 784-8187, or mail 3275 Walker Avenue NW, Grand Rapids, MI 49544**

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