



FUND DEVELOPMENT & GRANT WRITER JOB DESCRIPTION

Position Title:	Fund Development & Grant Writer
Fair Labor Standards Act (FLSA) Status:	Exempt
Type of Employment:	Full Time
Department:	Development
Direct Reporting Positions:	Non-Manager
Reports Directly To:	CDO
Effective Date:	11/10/21
Position Location:	Ventura
Equal Employment Opportunity (EEO) Category:	Administrative Support Workers

Position Summary:

The Fund Development & Grant Writer is a two part position responsible for advancing Girl Scouts of California's Central Coast mission through a full range of fund development activities and grant writing through cultivation of corporate sponsorships, program partnerships, individual donors; grant inquires and volunteer recruitment to meet an overall fundraising goal of \$ 690K

Essential Job Functions and Responsibilities:

- Directly responsible for the established fiscal year development net revenue goal generated by managing and growing existing corporate and individual donor accounts as well as actively identifying and securing new business.
- Prospect and secure local corporate sponsorships, program partnerships, individual donations, and auction items.
- Develop profiles on the top businesses within the market area with a documented plan to secure their involvement.
- Recruit and manage executive volunteer leadership, volunteer committees, and day of the event volunteers.
- Perform prospect research on foundations, corporations, and individual donors to evaluate for corporate and foundation grants.
- Comply with all grant reporting as required by organization/corporate donors.
- Execute the event logistics based on Girl Scout best practices.
- All other duties as assigned.

Job Qualifications:

- Three to five years of experience in non-profit event and donor management experience.
- Minimum of two years' experience with grant writing.
- Attention to detail and strong editing skills.
- Knowledge of basic fundraising techniques and strategies.
- Demonstrated organizational and time management skills, strong analytical and problem-solving abilities - excellent judgment, professionalism, diplomacy and discretion.
- Proven technical skills maintaining databases and an advance-level of MS Office Suite.
- Proven capabilities in managing complex and highly confidential information for an organization.
- Proven advance-level skills and experience in preparing minutes, reports, documents, and presentations for a governing board and various an organizations' committees or workgroups.
- Proven strong interpersonal skills and demonstrated strong oral and written communication skills.

Skills and Abilities:

- Must be able to work 37.5 regular hours per workweek and have the flexibility to work occasionally more than the scheduled work hours.
- Knowledgeable in supporting a youth-serving organization that focuses on youth girl enrichment.
- Adaptability to subscribe to the philosophy of the Girl Scout program and maintain membership with the Girl Scouts USA.
- Ability to be a motivator, a resourceful self-starter, and detail-oriented.
- Ability to sit and work on a computer display for extended periods.
- Ability to have daily access to reliable personal transportation for work.
- Ability to travel in a car as a driver or a passenger for an extended period.
- Ability to lift, push and/or pull up to 25 pounds.
- Ability to stand, bend, walk or squat for an extended period.

GSCCC Cultural Competencies:

Girl Scouts of California's Central Coast is committed to a culture that fosters a workplace that is open and inviting to our staff and members. We at Girl Scouts of California's Central Coast live by the following Guiding Principles. Specific skills and competencies related to each of our Guiding Principles is in a separate "Cultural Competencies" document. We expect all team members of our staff to embody and develop these competencies.

- Communicate with compassion: be open, honest, respectful, clear, direct, and timely.
- Innovate through change: be proactive, agile, and responsive.
- Work with purpose: be intentional and visionary.

- Embrace our community: be supportive, empathetic, collaborative, and appreciative.
- Be accountable: own it.
- Make each day FUNomenal: we can do it!

The statements herein are intended to describe the general nature and level of work performed by employees but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

GSCCC is an Equal Opportunity Employer committed to diversity.

To Apply:

If your work experience matches the qualifications for this position, please send your resume and your cover letter by emailing careers@girlscoutsgcc.org along with a description of why you feel you are the best fit for this position. The subject line of the email should read **Fund Development and Grant Writer**.