

## **GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL**

### **POSITION DESCRIPTION**

**POSITION:** Individual Giving Officer

**REPORTS TO:** Director of Development

#### **PRIMARY AREAS OF WORK**

The Individual Giving Officer is responsible for raising major gifts (ranging from \$5,000 to \$100,000 plus) with multi-year commitments for Girl Scout Council of the Nation's Capital (GSCNC).

#### **KEY RESPONSIBILITIES**

- Develop and implement in concert with the Director of Development the strategy to achieve individual giving fund-raising goals including stretch goals.
- Participates in overall planning and execution of GSCNC major gift fundraising.
- Identify, cultivate, and solicit prospects for major gifts and bequests for the purpose of supporting programming, operations, building the endowment, and capital improvements.
- With assistance of the Director of Development, CEO and a select group of the Board, schedules 3-4 per week donors and prospects visits for cultivation and solicitation purposes.
- Prepares research on each prospect to include wealth engine rating, giving history to GSCNC and other organizations, capacity, GSCNC linkages including if they are a volunteer, etc.
- Based on research, recommends solicitation strategy and prepares background information for each visit and generates timely and thorough follow-up correspondence and call reports.
- Manages a comprehensive cultivation tracking system for all major and planned gift donors and prospects – both in the donor database and hardcopy.
- Identify ways to increase the cultivation and involvement of donors in visits, meetings, and activities as appropriate.
- Prepares major gift proposals in response to inquiries and/or cultivation of major donors and prospects.
- Manages Juliette Low Legacy committee staffed by volunteers with the goal of recruiting 10 new members a year. Plan the annual Juliette Low Society tea and other donor cultivation events.
- Other duties as assigned.

## **ESSENTIAL FUNCTIONS**

- 1. To plan, organize, and implement the individual giving programs including:**
  - A. Develop relationships with the major gift donors and prospects.
  - B. Discover and publicize giving opportunities for special projects.
  - C. Personally solicit and close major and planned gifts with donors.
- 2. To plan, organize, and implement the planned giving program including:**
  - A. Manage and staff volunteer committee
  - B. Nurturing relationships with planned giving donors and prospects.
  - C. Calculating and presenting planned gift proposals.
  - D. Personally soliciting planned gifts.
  - E. Creating planned giving articles for GSCNC publications.
- 3. To make public appearances and presentations before groups and organizations concerning GSCNC.**

## **MINIMUM QUALIFICATIONS**

- University degree or equivalent in commerce, marketing, administration or related areas.
- Minimum two-years of experience in fundraising or membership.
- Demonstrated experience in Major Gift/Planned Giving fundraising.
- Previous experience with volunteer boards and committees is essential.
- CFRE designation would be considered an asset.
- Girl Scout background would be considered an asset.
- Ability to work in donor databases and to leverage fully.