



Job Title: Advancement and Special Events Manager
FLSA Status: Salaried Non-Exempt
Department: Advancement
Reports To: Sr. Director of Advancement

Girl Scouts is the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

Job Summary

The Advancement and Events Manager is responsible for managing the council's Raiser's Edge database, increasing revenue through special events, donor retention and expanding our donor base. This position oversees the logistical coordination of small and large special events and campaigns, in most cases from inception to implementation, to raise funds, engage prospects, alums, donors, and build community. As a member of the Advancement team, this position supports the Senior Director of Advancement and Director of Grants and Annual Giving by assisting with communications to donors, sponsors, board, and committee members.

Essential Duties and Responsibilities:

- Serves as the database manager of Raisers Edge database including maintenance, gift entry, reporting, and identifying data cleanup projects to ensure database integrity.
- Generate pledge reminders as needed.
- Conducts basic prospect research for individuals, foundations, civic organizations, and corporations.
- Work with Finance department monthly to balance accounts and assist with preparation for annual audit.
- Evaluate results through accurate reporting for events and all fundraising initiatives.
- Implements all aspects of special events including fundraising, budgets, research of venues rentals, solicitation of auction items, etc. Coordinates contracts, event communications, organizes event logistics and conducts event follow up including revenue tracking.
- Oversee the annual sponsorship mailing, manage sponsorship tracking, and act as the liaison for sponsors attending events.
- Act as the point of contact for vendors, supporters, sponsors, volunteers, and attendees for events.
- Provide timely content for the website, annual report, and council newsletters.
- Provide support to the Fund Development Committee and other committees, as needed.
- Assist with the preparation of dashboard reports for board meetings
- Provides high level customer service to internal and external customers.
- Other responsibilities as directed by the Senior Director of Advancement, Director of Grants and Annual Giving, and CEO.

GSSNE Council wide:

- Proactive approach to accomplishing work and resolving issues
- Positive attitude with a "can do attitude" about accomplishing tasks, developing new and fresh ideas.
- Adhere to all the competencies and behaviors outlined in the Performance Review Form
- Continuously improve technology skills to meet the needs of the position.
- Maintains strict confidentiality.
- Embrace and adhere to the Girl Scout Promise and Law.
- Utilize strong time management, organizational and planning skills to manage timelines.

Competencies and Areas of Expertise:

- **Interpersonal Relations:** Establishes rapport with others at all organizational levels; respects others; considers and responds to the needs, feelings, and capabilities of others; establishes and maintains an open dialogue with others; establishes a climate in which all people are comfortable to discuss various issues and concerns that may impact council work.
- **Personal Integrity and Professional Conduct:** Demonstrates dependability, honesty, integrity, trustworthiness, and credibility; models appropriate professional behavior; accepts responsibility for own actions; maintains confidentiality; upholds ethical standards even in the face of opposition.
- **Time Management:** Manages time effectively; completes assignments in a timely manner; sets and balances priorities; simultaneously manages multiple tasks/projects.
- **Adaptability:** Adjusts, modifies own behavior, and remains flexible in response to changing situations and environments, new or rapidly changing information, unexpected obstacles, or people expressing varying perspectives, needs, and demands; maintains high performance, emotional composure, objectivity, and balanced perspective under pressure, shifting priorities, opposition, or situational ambiguity.
- **Oral Communication:** Expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying, prepares organized and structured presentations; makes oral presentations using appropriate inflections, volume, tone, and non-verbal communication; skilled in public speaking and phone etiquette.
- **Written Communication:** Structures and clearly conveys ideas and information in both formal and informal written documents; expresses ideas and facts in a clear and understandable manner appropriate for the audience/reader; effectively proofreads written documents; incorporates technical knowledge into written materials (for example, marketing brochures, financial reports, manuals, and guides); understands written documents.
- **Organizational Knowledge:** Understands Girl Scout purpose and organizational structure, including functions, operations, and interrelationships; keeps up-to-date on key GSUSA and council-specific policies, priorities, processes, and practices; understands how his/her job relates to and supports GSUSA goals, including increasing and developing membership and volunteer support; is aware of the organizational culture and knows how work is accomplished; knows the roles and responsibilities of staff and volunteers; is familiar with membership policies, standards, and resources.

Key Performance Indicators:

- Inputs donor data and produces follow up communication on a timely basis to ensure data integrity and donor satisfaction.
- Produce fund development reports and dashboards monthly to monitor progress and identify areas that may need increased focus.
- Complete monthly balancing with accounting to ensure accurate reporting.
- Prepare reports for the annual audit.

Position Specifications:

Education:

- 4-year degree or equivalent work experience

Required, Specialized, or Technical Knowledge:

- **Fund Development:** Understands and applies basic principles of fundraising to identify and cultivate donors for operational funds, capital campaigns, and restricted gifts (for example, major gifts, planned giving, in-kind donations, endowments, special events, and grants); creates new and

innovative strategies for increasing council revenue; develops annual plan of fund development, including goals, objectives, and action step.

- At least 2 years' prior experience working in a development, special events, and/or communications setting.
- Prior experience in a non-profit development setting and knowledge of the Rhode Island philanthropic community a plus.
- Demonstrated accuracy and attention to detail.
- Strong verbal and written skills and the ability to relate to other staff members, donors, volunteers, and the public.
- Advanced-level knowledge of and experience with Microsoft Office (especially mail merge); Raiser's Edge; internet research; and website content updating.
- Must have experience in a position requiring confidentiality.
- Ability to work independently and manage a large variety of tasks at one time.
- Must be flexible
- Self-motivated and dependable
- Experience in team building, conflict management and volunteer relations
- Ability to work independently and as part of a team
- Experience in compiling and analyzing data
- Must possess a valid driver's license, have access to an automobile and provide proof of insurance
- Strong work ethic with the attitude of "whatever it takes" to get the job done.
- Takes a proactive approach to accomplishing work vs. a reactive response
- Must be able to work some nights and/or weekends as needed

Physical Requirements:

Equipment Used:

- Computer, network, cell phone, fax, telephone, voice mail, copier. Must hold a valid driver's license and insurance and be able to travel.

Physical Activities:

- Climbing, balancing, stooping, kneeling, crouching, walking, grasping, talking, hearing.

Physical Demands:

- Sedentary work exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Visual Acuity Required:

- Heavy acuity is required in this position.

Work Conditions:

- Average 5% day-time travel to meetings, cultivation opportunities, and activities.
- Evening and weekend work conditions occur regularly through the program year.

Employee Signature

Date

Supervisor Signature

Date