



GIRLS INCORPORATED OF ORANGE COUNTY
JOB DESCRIPTION: DIRECTOR OF FUND DEVELOPMENT
Position Available Immediately

The Director of Fund Development is a member of the Girls Incorporated of Orange County's administrative team reporting to the Executive Director. The Director of Fund Development (Director) is responsible for leading the advancement of the organization's sustainability as adopted by the Board of Directors and its Annual Strategic Plan. The Director will also be responsible for developing and maintaining active and productive relationships with board members, corporate partners, individual and family donors, volunteers, and work collaboratively with the administrative team. The Director will also manage and oversee the work of a full time Development Associate working to support the work of the Fund Development Department.

Specific areas of responsibility include:

Fundraising

- Designs, implements and manages all fundraising activities including annual giving, Girls Inc. support groups and the individual members, special projects, annual fund raising event and other agency related solicitations.
- Leads and manages all strategies and activities for donor cultivation, solicitation, and relations.
- Develops and implements program-based fundraising within the Annual Fund.
- Works collaboratively with the Grant Writer maintaining contact with and providing information for grant proposals for foundations and corporations.
- Oversee specific Fund Development strategies of the Strategic Plan, such as the Girls Inc. Guild, Corporate Partners, and Women for Girls and will oversee the management of events within each area.
- As the need becomes appropriate, will research, develop and or make recommendations for a planned-giving program, endowment and capital campaign within the 3-year Agency Strategic Plan.

Board of Director Relations

- Works with the Development Committee of the Board of Directors and the Executive Director to develop strategies to initiate and meet aggressive fundraising goals.
- Develops fundraising training for Directors and other leadership volunteers.
- Assumes responsibility for all Development reports to the Board and other agencies, and attends all Board and Fund Development meetings.
- Assists the Executive Director and Board with recommending and researching potential new members.

Development Office Infrastructure

- Creates office systems to support all Development projects and operations.
- Supervises and oversees the donor and gift record-keeping as well as the management of databases and all records, files, and gift processing.
- Coordinates development research activities.
- Manages and ensures the timely pledge reminders for Girls Inc. Guild, Women for Girls, annual appeals and the annual event.

Volunteer Relations

- Works collaboratively with the Director of Volunteers to identify and train a core group of volunteers to assist in Annual Giving, special events and other fundraising programs as needed.
- Will work to create a “triage” system with volunteers, donors and program supporters to further the mission of Girls Inc. utilizing the efforts of Corporate Partners and program events.

Public Relations, Marketing, and Advertising

- Works closely with the V.P’s and Chairs of Fund Development, Board Development, Marketing Committee, the Executive Director and the Board of Directors to develop a public relations plan and an overall agency Marketing plan.
- Oversees the production of publications, including the newsletter, quarterly Dashboards, the Annual Report, the website, and working with designers and printers to promote the Girls Inc. annual fund and friend raising goals and activities.
- Develops and implements strategies to promote Girls Incorporated of Orange County’s mission to both internal constituencies of the agency and the community at large.

Qualifications:

Strong commitment to the mission, policies, goals, and philosophy of Girls Incorporated of Orange County. Excellent written and verbal communication skills. Ability to demonstrate mature judgment, self-initiative and critical thinking. Ability to relate to diverse communities. Accuracy and attention to detail essential. Experience using donor database software. Computer network, word-processing, and spreadsheet experience required. Availability to work flexible hours, as required. As well as:

- A minimum of 5 years professional fundraising experience with knowledge of fund raising trends and experience in working within the Orange County community.
- Proven experience in designing and managing development and fund-raising for program based nonprofits.
- Experience with developing and maintaining productive working relationships with board members, donors, volunteers, administrators and staff.
- Ability to work as a leader and as part of a team.
- Familiarity with local and national program based nonprofits.

Other Skills and Abilities:

- Outstanding organizational and time management skills are essential. Must be able to handle varied tasks simultaneously and meet deadlines under pressure of short timelines.
- Must possess strong communication skills, verbal and written, including composition, grammar, spelling and punctuation.
- Demonstrated ability to define problems, collect data, develop options and make recommendations for most effective fund raising strategies.

Girls Incorporated of Orange County offers a competitive salary and benefits package.

Please send your cover letter with resume and salary requirements to:

Lucy Santana, Executive Director,
Girls Incorporated of Orange County
Via email to lsantana@girlsinc-oc.org,
Or by mail to:
1815 Anaheim Avenue
Costa Mesa, CA 92627
Fax: 949.646.5313

For more information about Girls Incorporated of Orange County, please visit our website at www.girlsinc-oc.org.

Girls Incorporated of Orange County is an equal opportunity employer. In all aspects of employment, Girls Inc. is committed to treating all employees equally without regard to race, ethnicity, national origin, religion, sex, sexual orientation, marital status, age or disability.

Girls Incorporated of Orange County....

Inspiring all girls to be Strong, Smart & Bold!!