

MISSION: To build girls of courage, confidence and character who make the world a better place.

*Girl Scouting is the # 1 experience all girls and their families in Kentuckiana must have*



Title:	Chief Development Officer		
Reports To:	Chief Executive Officer		
FLSA Status:	Exempt		Division: Development
Approved Date:	12/10/2020	Date Revised:	

**SUMMARY:**

The Chief Development Officer (CDO) is responsible for leading and implementing the Girl Scouts of Kentuckiana’s comprehensive fund development efforts. This includes defining and implementing innovative and effective donor development and stewardship strategies that grows and diversifies our revenue. The CDO will leverage their expertise and proven results in fundraising to maximize our results for our annual and planned giving, major gifts, corporate and foundation relationships. They will work with the Board of Directors, Fund Development Advisory committee and GSK to identify and maximize giving opportunities that achieve GSK’s priorities. As a member of the leadership team the CDO will build GSK’s culture of philanthropy and represent the goals and mission of building girls courage, confidence and character who make the world a better place.

**KEY ACCOUNTABILITIES**

1. Develop, lead and implement GSK’s short- and long-term fund development strategies including annual giving, events, planned giving, major gifts, grants, corporate sponsorships, etc.
2. Grow our funds raised and return on investment ensuring funding furthers organizational priorities.
3. Measure, report and adapt benchmarks of fund development strategies to maximize results.
4. Develop, identify and steward current and prospective donor relationships to maximize results.
5. Implement effective practices of gift acceptance policy, donor acknowledgement and recognition.
6. Work in partnership with the Board of Directors, Fund Development committee and other volunteer leadership to implement effective development strategies.
7. Embrace and implement the GSK coaching culture to achieve exceptional results from the GSK team.
8. Participates in the strategic planning process to develop council goals, objectives, action steps and budgets related to fund and donor development.

9. Make public appearances and speaking opportunities to effectively represent our council.
10. Partner with the Communications and Marketing team to effectively promote and message our fund development work through multiple means of communications (website, print materials, social media, etc.)
11. Develop new strategic partnerships that provide program support, financial support or in-kind support.

### **GENERAL ACCOUNTABILITIES**

1. Embrace and model Girl Scouts mission, promise and law and GSK's commitment to welcoming all members, regardless of race, ethnicity, background, disability, family structure, religions beliefs, sexual orientation, gender identity, and socioeconomic status.
2. Effectively manages financial and physical resources to achieve the mission of Girl Scouts of Kentuckiana.
3. Exhibits effective communication skills and provides exemplary customer service to both internal and external customers.
4. Reports incidents of abuse or potential abuse involving girls to the appropriate authorities and Girl Scouts of Kentuckiana.

### **WORKING CONDITIONS/ENVIRONMENT:**

1. Non-traditional work hours expected
2. At least 50% of work will be performed outside of the office
3. Travel within council's jurisdiction on a regular basis.

### **MINIMUM JOB REQUIREMENTS:**

<b>EDUCATION:</b>	A minimum of eight years leading and implementing effective fund development strategy for a nonprofit organization. Bachelor's degree in a related field preferred.
<b>EXPERIENCE:</b>	<p>Donor prospecting, cultivation, stewardship and solicitation.</p> <p>Development of written proposals</p> <p>Public speaking</p> <p>Ability to use data to define and execute effective strategy</p> <p>Event planning and execution</p>
<b>SPECIFIC SKILLS AND REQUIREMENTS:</b>	<ol style="list-style-type: none"> <li>1. A belief in the mission of Girl Scouts and the ability to articulate it to others</li> <li>2. Exceptional written and verbal communication skills with the ability to develop and delivery successful presentations both scripted and unscripted</li> <li>3. Proven track record of identifying, cultivating, and soliciting individuals and corporations</li> <li>4. Excellent interpersonal skills, including the ability to deal effectively and</li> </ol>

	<p>persuasively with individuals and groups</p> <p>5.Experience with contact management database system</p> <p>6.Requires attention to detail and ability to manage follow-up, as well as ability to handle multiple tasks and priorities</p> <p>7. Demonstrated business background in an environment where cross-functional experience is required for success.</p> <p>8. Proven capacity to lead a function; ability to work as part of a Leadership Team</p> <p>9. Ability to work independently, be a self-starter, and be results driven</p>
<b>POSITION COMPETENCIES</b>	All employees are expected to demonstrate professional competencies and behaviors as detailed in the GSK Employee Handbook.
<b>ORGANIZATIONAL REQUIREMENTS</b>	<p>Willingness to work flexible work schedule, including evenings and weekends</p> <p>Ability to successfully pass a Background Check</p> <p>Ability to lift up to 20 lbs. occasionally</p> <p>Daily access to reliable transportation to utilize for work.</p> <p>Proof of meeting state requirements regarding auto licensing, driver's license, and liability insurance, if applicable.</p> <p>Subscribe to the principals of the Girl Scout Movement and become a registered member of Girl Scouts.</p> <p>Each employee has the responsibility for actively supporting and promoting the Council's commitment to diversity and for developing Council resources through increased membership, strengthening community connections, serving girls and fund development.</p>
<b>PHYSICAL REQUIREMENTS:</b>	
<p>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, hear, reach with hands and arms, and use hands to finger, handle, and feel. This employee is also regularly required to use a computer. keyboard, mouse and operate a car. The employee is occasionally required to stoop, kneel, crouch, and climb stairs. The employee must occasionally lift and/or move up to 25 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision.</p>	
<b>SUPERVISORY REQUIREMENTS:</b>	
Supervise the fund development staff.	

Disclaimer:

This job description is not all-inclusive. Other duties and responsibilities may be added, as necessary.

I have received a copy of the above description of my current position. I have read and reviewed the duties and responsibilities of which I am responsible and am aware of the physical and minimum requirements of this position. I understand that I am accountable for the duties and responsibilities as described. This job description does not constitute a contract, nor does it alter the at-will status of the employee/employer relationship.

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Employee Signature

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Date