



Girl Scouts in the Heart of Pennsylvania is committed to building girls of courage, confidence and character who make the world a better place. We are currently seeking applicants for the following position Chief Development Officer.

Position Summary

Responsible for generating both unrestricted and temporarily restricted funds in support of Girl Scouts in the Heart of Pennsylvania by designing, planning, leading, and growing an innovative development effort with a focus on major gifts, annual giving, planned giving, donor recognition, cross sector partnerships/cause marketing, and coordination of funding campaigns while fostering a culture of philanthropy. Works to align initiatives and strategies throughout the organization by developing and delivering innovative strategic direction to ensure the brand is infused into all parts of the organization internally and externally. The CDO also ensures that meaningful data is received to support data-driven programs with measurable outcomes.

Key Responsibilities

- Provide professional expertise and direction on all aspects of fund development.
- Plan and implement multi-faceted fundraising campaigns that align with Council's short and long-term goals and activities and strategically incorporate prospect research, donor cultivation, gift solicitation and appropriate and timely stewardship.
- sets a firm foundation for funding growth through development and maintenance of appropriate systems targeting volunteer and donor management, research and cultivation, and gift processing and recognition;
- Sets donor strategies consistent with the council's mission.
- Supervise fund development staff team of 3-5 people.
- Serves as primary staff liaison/support to the Fund Development Committee, and collaborates with the committee chair to mobilize board and committee members in expanding GSHPA's base of support.

- Develop case for support of Girl Scouts in the Heart of Pennsylvania that aligns with immediate and long-term needs and opportunities that exist throughout the 30 county council and align with the Council's overall priorities.
- Participate in the establishment of fund development policies, procedures, plans, goals, and budget; manage the fund development department budget.
- Aggressively seek new funding sources, maintain and build relationships with current/past donors.
- Work collaboratively with other departments and staff to identify fundraising opportunities, match them with new/existing funders, and solicit/secure gifts in accordance with and with the utmost respect for the Donor's Bill of Rights.
- Make recommendations for fund development staff concerning hiring, salary changes, promotions, transfers, and terminations.
- As a member of the leadership team, the CDO participates in the process of setting the organization's strategic direction and translating the vision and corporate goals in a team environment to staff and volunteers.
- Provide professional quality customer service to donors, volunteers, staff, and other community contacts.
- Perform other duties as assigned in support of Council-wide initiatives and/or cross functional teams.

Skills & Qualifications

- Bachelor's degree required.
- Five to seven years' experience in fundraising with proven track record of raising \$1 million+ annually using multiple fundraising; CFRP preferred.
- Three to five years supervisory experience.
- Excellent written and oral communication skills
- Strong organizational skills, analytical skills and attention to detail.
- Creativity, vision and ability to lead others.
- Proven track record of accomplishing goals while balancing multiple priorities
- Experience with DonorPerfect or other fundraising data management systems.
- Experience in cultivating/maintaining relationships with donors.
- Ability to work a flexible schedule, including nights and/or weekends, and a willingness to travel throughout the 30 county council as needed.

- Car and valid driver's license necessary to carry out assignments.
- Ability to work cooperatively with individuals of diverse backgrounds and ages.
- Proficient in the use of Microsoft Windows and Office software.
- Ability to lift up to 25 pounds.
- Ability to sit and stand for extended periods of time.

This position is based in our Harrisburg office. Travel throughout our thirty county service area will be required.

Interested applicants should submit a resume and cover letter to careers@gshpa.org.