



Girl Scouts of Oregon and Southwest Washington

JOB DESCRIPTION

JOB TITLE: **Regional Development Associate**

REPORTS TO: VP of Development and Communications

The Regional Development Specialist is responsible for donor development and accompanying financial goals for assigned geographic area. The primary responsibility of this position is to build long-term, mutually beneficial relationships with donors and potential donors; be they individuals, businesses, foundations or other organizations.

1. Cultivates and stewards donors and potential donors with a major focus on individuals.
2. Builds community partnerships which may include with businesses, foundations, United Ways, Combined Federal Campaign and other local organizations.
3. Works with the Family Giving Coordinator and has primary responsibility for the Annual Family Giving Campaign.
4. Works closely with community volunteers to produce one major fundraising event per year in assigned geographic area.
5. Works with the Alumnae staff to build a strong Alumnae group in assigned area.
6. Assists the Communications Department with external communications.
7. Communicates with donors on a regular basis through a variety of avenues, notes, visits, calls, etc. and maintains accurate, up-to-date records in the Raiser's Edge donor database system.
8. Keeps the Development Vice President informed of factors impacting fundraising in assigned geographic area.
9. Works collaboratively with the entire Development and Communication Team and with the rest of the Girl Scouts of Oregon and Southwest Washington staff, as needed.

JOB QUALIFICATIONS:

Proven track record in the field of fund development, marketing, public relations, communications or community development is required. Two years successful work experience in annual giving, special events, community relationship building, marketing or public relations is desirable. Working knowledge of local funding organizations and foundations is desirable.

Excellent oral and written communication skills including attention to detail are essential as is the ability to work with volunteer teams and in collaboration with others. Skill and willingness to solicit donations and sponsorships is an important aspect of the position as is public speaking. Familiarity with Microsoft Office Suite software is preferable. RaisersEdge database experience is a plus. The successful candidate will possess a minimum of a bachelor's degree.

Willingness to accept the principles of the Girl Scout movement as expressed in the Girl Scout Promise and Law.

3 positions available: Bend, Medford, Eugene

FLSA Classification: Exempt, regular half-time

To Apply: Send resume and cover letter to LHansen@girlscoutsosw.org / (503) 977-6801 Fax.