

Summary: Promotes participation in service unit Family Partnership campaign and provides campaign updates to service team; coordinates planning one annual fundraising event with service team, educates volunteers and families about the importance of family financial support and encourages participation in council fund raising.

Term of Appointment: The fund development coordinator is appointed for a one-year term that is renewable upon completion of evaluation processes.

Supervision: Reports to service unit manager and fund development associate

Responsibilities:

- Be a registered member of Girl Scouts of the USA and successfully complete the volunteer application process.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Remain informed about and comply with the most current policies, procedures and guidelines of Girl Scouts of Oregon and Southwest Washington and Girl Scouts of the USA (GSUSA).
- Works in partnership with service team and fund development associate to set goals and develop the best structure for a successful Family Partnership campaign in assigned area.
- Provides positive, informed advocacy for the Family Partnership campaign throughout the membership year.
- Works with service team members and leaders to schedule and conduct effective, compelling Family Partnership presentations to troops/groups, parents, and monitors and provides ongoing information to service team members and leaders about progress.
- Coordinates one annual fundraising event for Family Partnership.
- Distributes Family Partnership envelopes to troops by April 30.
- Collects Family Partnership envelopes from leaders by September 30.

Position Competencies:

- Understands the need for adult fundraising in Girl Scouting.
- Has demonstrated ability to make effective presentations.
- Has proven organization and financial management skills.
- Some sales and/or fund development experience is helpful.

Core Competencies:

1. **Girl Focus:** Is respectful and empathetic to girls, and creates friendly environment for girls and adults .
2. **Adaptability:** Adjusts, modifies own behavior and remains flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs, or demands.
3. **Fostering Diversity:** Values, develops, nurtures, uses, and celebrates group and individual diversity.
4. **Oral Communication:** Uses public speaking skills to deliver clear, organized, and vibrant presentations or information to the individual or group.
5. **Personal Integrity:** Maintains confidentiality and makes ethical decisions that include responsibility to self, community, and society.