



## **Girls Inc. of Bay County Manager of Donor Relations**

Girls Inc. of Bay County inspires all girls to be strong, smart, and bold through direct service and advocacy. We provide mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. We seek professionals who are passionate and committed to equipping girls ages 6-18 to find their voice and experience their power. Join our fast-paced, mission-driven, girl-focused, inspired team as we work to fulfill our vision.

### **Primary Responsibilities:**

The Manager of Donor Relations is responsible for developing and implementing strategies to achieve the fund development goals in keeping with established ethical standards, policies, and guidelines including but not limited to:

- Leads in collaboration with the Executive Director the development and implementation of the annual development plan to achieve fiscal year revenue goals.
- Identifies, cultivates, and maintains relationships with individual donors and community partners.
- Coordinates fundraising activities, identifies potential sources of gifts including foundation solicitations, corporate appeals, grant applications and other funding opportunities.
- Carries out core functions including gift entries, record keeping, acknowledgement letters, fundraising appeals and financial reports in a timely manner.
- Oversees and implements in collaboration with the Executive Director and Events Committee a comprehensive special events plan to increase brand awareness, raise funds, engage donors and acknowledge community stakeholders.
- Manages the digital donor experience and social media plan which includes innovative communications (various platforms, email, etc.).
- Compiles financial statements and meets all reporting deadlines with accuracy and competency. Discretion with confidential materials required.
- Stays current in the area of stewardship and fundraising trends with reporting standards, federal privacy regulations, and IRS guidelines.
- Represents agency through participation with relevant community meetings, partner organizations and other outreach opportunities, speaking engagement and events.
- Takes ownership and proactive action for overall agency success and represents Girls Inc. in a manner that conveys professionalism, confidentiality, courtesy, fairness, personal integrity and respect for others.
- Other duties as assigned.

### **Preferred Qualifications:**

- A Bachelor's degree in marketing, public relations, nonprofit management, communications, business, or related field.
- Proven track record in fund development, sales, marketing or communications.

- Highly organized, team oriented and able to track and manage multiple projects toward established deadlines.
- User experience with fundraising platform software and overall strong computer/social media skills (Office365, MS Word, Excel, PowerPoint, etc.).
- An articulated belief in the mission of Girls Inc.
- Excellent communications skills emphasizing the ability to listen and hear others.
- Demonstrated abilities in incorporating a diversity of cultures, ethnicity, languages, abilities, and socioeconomic backgrounds with all stakeholders.

**Salary:**

- Salary commensurate with experience including a competitive benefits package.

To learn more visit: [www.girlsincofbaycounty.org](http://www.girlsincofbaycounty.org)

Interested applicants should send a resume including a cover letter to:

**resume@girlsincofbaycounty.org** by **Sept. 30, 2021**. No phone calls, please. At Girls Inc., we take pride in providing equal employment opportunities to everyone regardless of their race, ethnicity, gender, age, marital status, sexual orientation, citizenship, disability or national origin. All applicants must pass pre-employment criminal background checks and drug testing.