



Job Title: Gifts Officer
Department: Fund Development
Reports To: Chief Development Officer
Salary Grade: 5 - Exempt

Job Summary

The Gifts Officer's primary role is to create and cultivate relationships with donor prospects, including but not limited to individuals, volunteers, foundations, and corporate entities in outlying areas across the 30 counties served by Girl Scouts of Eastern Oklahoma. The Gifts Officer will fundraise to meet budgetary goals around the six centers of commerce identified in the Council's territory. Key activities include donor prospecting, research, developing the donor pipeline, and securing new funding. This job requires travel across 30 counties in eastern Oklahoma on a regular basis.

Essential Duties and Responsibilities:

- Cultivating relationships with current and prospective donors across identified outlying areas in the Council's territory.
- Plan and lead weekly meetings to secure new funding for the Council with emphasis on maximizing the counties served by GSEOK.
- Work with Special Event Coordinator to aid volunteer led committees, in outlying areas, with appropriate Council support and guidance on event implementation and work with committees to meet revenue goals.
- Collect, research and prioritize leads from centers of commerce as appropriate
- Analyze existing donor cultivation list to determine next steps, including individual, corporate and Girl Scout alumnae opportunities
- Contribute to the donor pipeline through research, coordinating follow-up strategies with Fund Development Team including but not limited to specific donation requests
- Coordinate with Fund Development Team on donor strategy, future actions, and engagement of board and other relationships
- Attend donor meetings and manage donor follow-up, including initiating and completing asks for support
- Attend Fund Development, board, and committee related meetings as necessary
- Participate in strategic planning for fund development
- Responsible for positive, professional, and high quality customer service by maintaining good relationships with personnel within the council and with external contacts

Minimum Qualifications:

- Excellent written and verbal communication skills
- Excellent organizational skills
- Ability to model behavior consistent with the Girl Scout Mission, Promise and Law
- Ability to exercise discretion and good judgement in handling confidential and sensitive information
- Ability to handle multiple responsibilities and maintain a routine for accomplishing tasks
- Ability to work with volunteers, donors and staff in a professional manner
- Ability to work independently and as a team member

- Bachelor's degree and experience in donor research, fundraising, business development, or related field preferred
- 1-2 years non-profit development experience preferred
- Be able to work an adjusted schedule as needed to complete duties
- Be able to lift up to 25 pounds and participate in physical activity required for events
- Have reliable transportation
- Proof of meeting Oklahoma state requirements regarding driver's license and insurance coverage
- Ability to pass a standard background check and drug screening

12/28/2021