

## Organization Overview

### Vision

To be the premier leadership organization for girls in the USA.

### Mission Statement

Girl Scouts builds girls of courage, confidence, and character who make the world a better place.

### Overview

Girl Scouts of Wisconsin – Badgerland Council provides programming, training, and support to more than 8,000 Girl Scout members in 23 counties in southwest Wisconsin and parts of Minnesota and Iowa. Badgerland is among 111 Girl Scout councils nationwide and is the nation's largest, and most impactful, organization dedicated to lifting girls.

Badgerland Council includes volunteers, adult and girl members, and paid, professional staff *working together*. This includes recruitment efforts, troop leader and family engagement training and support, Girl Scout programming and activities, and the iconic Cookie Program: the largest girl-led business in the world!

### Organizational Strategic Focus

- Build an organization that reaches its goals and grows a membership that fully reflects our population.
- Increase new members (volunteers, girls, donors) with a focus on K-3, 5-6, and 8-9 grade levels and foster partnerships that support our growth.
- Grow retention across all segments with high quality leader support and sought after programming experiences for girls.
- Demonstrate brand promise as the relevant, powerful, amazing organization that lifts girls and women for a lifetime of success.
- Delight our customers understanding that they include troop co-leaders, girls, parents, donors, volunteers, partners and staff.
- Thoughtfully create systems and utilize accountability measures that ensure commitment to our strategic focus and long-term viability.

### Individual Core Competencies

- Innovative Solution Seeker: Creatively and critically explore opportunities and challenges with an eye to solutions and forward-moving actions.
- Emotionally Intelligent: Personal awareness, self-control, and appropriate emotional expression; ability to build and steward interpersonal relationships judiciously and empathetically.
- Gumption & Drive: Through initiative and resourcefulness, set and reach ambitious goals; results-driven and self-motivated.
- Collaborative & Open to Learn: Work effectively in teams and inter-departmentally to move the mission forward; respond positively to constructive feedback and seek learning and growing opportunities.
- Diversity & Equity Advocate: Passionate about creating and supporting diverse, equitable, and inclusive spaces in the Girl Scout community. Strong intercultural communication skills; value diverse thoughts and perspectives and the positive outcomes when all voices are heard.

**Job Title:** Development Specialist  
**Department:** Experience  
**Classification:** Nonexempt/Hourly  
**Job Family or Salary Grade (Pay Range/Family/Level):** TBD  
**Reports To:** Chief Experience Officer

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### **Position Summary**

The Development Specialist will research, write, and manage grants from institutional funders, develop relationships with grant prospects, and lead the Council's grant solicitation strategy in partnership with the Chief Experience Officer. The Development Specialist supports our mission and strategic priorities to increase our philanthropic partnerships by securing grant funding for Girl Scout programming, including community outreach partnership programs, event support, and annual Girl Scout Leadership programming throughout the Council.

A successful Development Specialist is someone who is patient and stable and enjoys consistency and working with some routine. We are seeking a cooperative, agreeable and sympathetic listener who gets along with others and enjoys being helpful to them.

The focus of this job is on producing high quality, detailed work based on research, knowledge of the grantor, and understanding of the Council's strategic priorities. Badgerland's fundraising team works together to create a fundraising strategy that meets goals through relationships, teamwork, and well-defined processes. The Development Specialist plays a key role in supporting the team and Executive Leadership in reaching annual fundraising goals by providing precise and clear information, and sometimes, strategic recommendations based on their experience, relationships, and research.

The work is typically done at a steady, even pace through the utilization of technology platforms and systems. At times, requests may be made for support more urgently in a supportive, team-centered manner.

### **Essential Responsibilities**

#### **Resource Development:**

- Conduct in-depth research and identify grant opportunities.
- Write and submit letters of intent and grant proposals/applications to institutional funders, including foundations, corporations and the United Way.
- Establish and steward strong relationships with institutional funders to promote partnership.
- Work cooperatively with internal and external partners to implement, allocate, manage, steward and evaluate grant outcomes.
- Maintain an on-going chart of grant opportunities; including grants applied for, status of applications, submission deadlines, presentation dates, required materials, etc.
- Reach annual fundraising goals through grant writing and securing mission-focused philanthropic gifts
- Support organization by writing philanthropic partnership proposals for major gifts, corporate or other partnerships

#### **Relationship Management:**

- Identify and recommend ways to actively engage grantors through visits, meetings and activities as appropriate.
- Oversee electronic record keeping, files and correspondence using *DonorPerfect* and *Salesforce* cloud-based software, as it relates to grants management and reporting.
- Work in partnership with Fundraising team to steward grantor relationships; maintain records of community events and programs to build relationships and demonstrate the Girl Scout brand
- Represent Girl Scouts at community events or foundation-led activities
- Identify and support other fundraising opportunities, as needed, in conjunction with Fundraising & Partnerships team.
- Be or become a registered member of the Girls Scouts of the United States of America; have a working knowledge of Girl Scout philosophy and programming, and be committed to the Girl Scout mission. *Prior Girl Scout experience not required.*
- Perform other related duties as requested.

### **Education and Experience**

- Bachelor degree or equivalent of education and experience. Preferred emphasis in communications, fundraising, marketing, database, business or comparable experience.
- 1+ years of work experience, demonstrating competency in development functions related to grant writing and grants management.
- Proficiency with Microsoft Office Suite and database experience with DonorPerfect, Raiser's Edge and/or Salesforce, required.
- Self-motivated with the ability to plan, organize and prioritize work while managing multiple deadlines.
- Clear and effective verbal and written communication with exceptional attention to detail.
- Sound judgment in decision making and a high level of professionalism in dealing with confidential and sensitive issues.

### **Anticipated Time Away from Office**

- Must be able to occasionally work irregular hours, including nights and weekends; possess a valid Driver's License; must be able to work both in an office setting and independently off-site.
- Minimal travel up to 10%; most work occurs in an office setting

**Key Department Partners:** Leadership, Membership, Customer Care, Product Sales, Community Partnerships

### **Other Duties**

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.