



## GIRL SCOUTS OF SOUTHEAST FLORIDA JOB DESCRIPTION

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<b>Title:</b>	Director of Development & Philanthropy
<b>FLSA Status:</b>	Exempt
<b>Pay Grade:</b>	9
<b>Location:</b>	Out-Based   Treasure Coast
<b>Reports to:</b>	Chief Advancement Officer
<b>Direct Reports:</b>	None
<b>Last Revised:</b>	March 3, 2026

**POSITION SUMMARY:** Under executive direction from the Chief Advancement Officer, the Director of Development & Philanthropy is responsible for enhancing the continued success of Girl Scouts of Southeast Florida ('GSSEF' or the 'Council') in the areas of individual giving, corporate sponsorship, capital campaign sponsorships and community partnerships, with a special focus on the Treasure Coast. The incumbent is responsible for meeting assigned revenue goals related to the development of new donors, capital campaign sponsors and corporate sponsors, preparing regular reports on departmental revenue goals, and partnering with the Chief Advancement Officer and liaising with the Director of Advancement to meet or exceed established departmental goals. This position may also assist with or lead other advancement initiatives as assigned based on expertise and business need. As the incumbent systematically and effectively strengthens the Council's overall fundraising capacity, fundraising goals will increase.

### ***Essential Duties and Responsibilities:***

#### **External Leadership**

- Articulates a depth of knowledge regarding the Girl Scout Leadership Experience and the Council.
- Identifies, cultivates and timely secures support from new corporations, businesses and low to mid-level (\$5,000-\$20,000) individual donors to increase sponsorship and third-party support for all special events, including Emerald Awards Martin, girl experience programs, the Camp Welaka Capital Campaign and other identified activities.
- Manages and develops a portfolio of at least 100 prospects annually; conducts an average of 150 substantive face-to-face prospects annually.
- Advances our capital priorities, including the restoration and reimagining of Camp Welaka by inspiring donors to see themselves as part of a lasting legacy—one that not only transforms a camp, but also creates a powerful space where future generations of Girl Scouts will grow, lead, and thrive.
- Builds highly credible relationships with stakeholders (donors, members, community, prospects) and enhances GSSEF's community presence and visibility.
- Identifies, cultivates and secures community funding and partnerships that support GSSEF efforts, including but not limited to relationships with corporations and civic organizations (e.g. Kiwanis and Rotary), whose interest in providing support expands beyond traditional financial sponsorship.
- Provides a community presence that increases GSSEF's visibility as a funding recipient for potential donors; engages, secures and stewards prospects, donors, sponsors, and supporters met at community events; and proactively pursues partnerships and collaborations within these areas.
- Ensures that all GSSEF's advancement activities are carried out with established ethical standards and in compliance with local, state, federal and non-profit regulations, guidelines and laws.
- Provides service excellence to our donors, members, volunteers, staff, and other community contacts, including by appeasing customers and resolving high-level conflict situations.

#### **Administrative**

- Proactively conducts research on funding sources and trends to help position the Council favorably.



- Collaborates with the Chief Advancement Officer to product a strategic fundraising plan for the Treasure Coast at time of hire and annually thereafter in alignment with the budget and goal-setting cycles.
- Records leads, donors, and prospects for individual, corporate and civic organizations in donor database and moves management database within 72 hours of contact.
- Monitors and reports weekly on the status of assigned departmental goals and financial objectives; regularly prepares progress reports for the Director of Advancement to deliver to the Chief Advancement Officer for communication to the CEO and Board.
- Develops event sponsorship decks annually, in collaboration with the Chief Advancement Officer, Director of Advancement and relevant stakeholders.
- Actively contributes to the development and maintenance of standard operating procedures and departmental systems.

### **Miscellaneous**

- Performs other duties as assigned.
- Attends all required trainings and meetings and seeks out business-related learning opportunities that enhanced the organization's ability to deliver services.
- Adheres to the Girl Scout law and maintains registration as a member of the Girl Scouts of Southeast Florida.
- Adheres to all provisions in the GSSEF Employee Resource Guide.
- Completes all Council required background checks, including a Level 2 fingerprint-based background check, at time of hire and periodically thereafter with acceptable results.
- Participates actively in the development of environments that foster inclusion and belonging.
- Works a flexible schedule approved by the supervisor, including evenings and weekends that supports the business needs of the organization, and travels to the office in person for meetings as requested or required.
- Possesses access to a reliable vehicle and maintain a valid Florida State drivers' license with a satisfactory driving record and eligibility for coverage under any applicable agency insurance.
- Performs work generally in an air-conditioned, indoor environment with low to moderate noise, and in public spaces both indoors and outdoors, with moderate to high noise.

### **Required Knowledge, Skills & Abilities:**

- Knowledge of general Fund Development and fundraising practices and principles.
- Knowledge of principles and processes for providing exceptional customer service.
- Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Knowledge of technology platforms such as Donor Perfect, Salesforce, ZOOM and Microsoft Office products.
- Advanced written and verbal communication skills.
- Advanced judgment, decision making, problem solving, critical thinking, speaking, coordination, time management and team building skills.
- Excellent interpersonal skills, including the ability to work successfully with colleagues, donors, administrators and volunteers.
- Intermediate to advanced Microsoft Office computer skills (Word, Excel, PowerPoint, Outlook) and ability to use specialized fund development software with proficiency (e.g. Donor Perfect, Online Auctions, etc.); overall digital, virtual and technical proficiency.
- Strong public relations skills and the ability to develop community collaborations.
- Intermediate to advanced time management skills.
- Intermediate database administration skills.



- Ability to work independently to make decisions and solve problems, escalating issues when needed, and effectively supplying regular reports.
- Ability to consider the relative costs and benefits of potential actions and to choose the most appropriate one.
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to organize, plan and prioritize work, maintaining a high degree of accuracy and attention to detail, including thoroughness and proactive follow-up.
- Ability to manage financial resources effectively.
- Ability to learn quickly and in detail internal processes and procedures.
- Ability to tolerate stress and stay flexible when faced with the pressure of multiple or competing deadlines.
- Ability to be reliable, responsible and dependable, able to fulfill obligations and see that commitments are completed as scheduled.

***Education and Experience:***

- Bachelor's degree required; graduate degree preferred.
- Minimum of five years recent, relevant experience required.
- CFRE or similar certification strongly preferred.
- Working knowledge of Donor Perfect, Salesforce, Moves Management or similar databases/software strongly preferred.
- Experience working in a nonprofit organization preferred.
- Bilingual (Spanish or French) preferred.

***Physical Requirements:***

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to withstand:

- Prolonged periods sitting at a desk and working on a computer.
- Prolonged periods of standing or walking at indoor and outdoor events.
- Operating office equipment manually.
- Lifting and/or moving up to 25 pounds at times.
- Working in person.

***Core Competencies:***

Digital, Virtual and Technical Proficiency | Business First Mindset | Communicator | Customer Centric | Critical Thinker | Financial Acumen | Social Justice and Inclusion (DEI) | Learning and Innovation | Leadership and Stewardship | Relational Intelligence

**NON-DISCRIMINATION STATEMENT**

Girl Scouts of Southeast Florida, Inc. (GSSEF) does not discriminate against employees or clients based on race, color, religion, sex, age, disability, sexual orientation, national origin, gender identity or expression, marital or familial status, genetic information, veteran status, political affiliation, or any other characteristic protected by law. Girl Scouts of Southeast Florida, Inc. (GSSEF) is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity for employment for qualified persons with disabilities, which is extended to both applicants and employees. Further, GSSEF will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 as Amended (ADAAA).

This job description should not be interpreted as all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as



duties and responsibilities change with business necessity. Essential and marginal job functions will be evaluated and are subject to modification, as necessary.

I have read and understand the requirements for this position. Should I have any questions regarding the essential functions of my job at any time, I will bring this to the attention of my immediate supervisor for further clarification in real time.

Employee Name (print): \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Mission:**

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

Hiring Range: \$76,437-\$80,034

Contact: Nikki Fingerhut, Chief People & Administrative Officer, [nfingerhut@gssef.org](mailto:nfingerhut@gssef.org)

Unless a reasonable accommodation is being requested, applications should be made here: [Fundraiser \(Treasure Coast\) - Stuart, FL - Girl Scouts of Southeast Florida Jobs](#)