



Association of Girl Scout Executive Staff

“Committed to Professional Excellence”

Job Posting Girl Scouts of Central Texas

Job Title: Chief Development Officer
Department: Development

FLSA Status: Exempt
Reports To: Chief Executive Officer
Grade: 3

Position Summary: This position is responsible for planning, directing, and managing the Development Department, which include: annual campaign, major gifts, grants and endowment efforts of the public, oversee the committee direction and public function.

Position Responsibilities:

- Ensure management and successful completion of all council campaigns by providing professional support to the Chief Executive Officer in working with Board of Directors, Resource Development Committee and staff in each phase.
- Provide for the financial well being of the council by identification, cultivation, solicitation, and procurement of contributed income sources for the long and short term needs to include but not limited to endowments, planned gifts, major gifts and Founders' Scholarship funds.
- Ensure the attainment of financial goals for each fund raising venture.
- Develop strategies to support new alliances, strategic partnerships, and cause-related marketing opportunities, both in the public and private sectors.
- Direct and supervise the development of new sources of income for long-term financial security by researching availability of funds from individuals as well as non-traditional sources.
- Plan and develop appropriate materials for grant proposals and assure maintenance of all necessary records.
- Manage and major gifts development, monitoring, and operating plan funding strategy.
- Provide coaching, training and support in an atmosphere of open & direct communication.
- Work in partnership with staff and other leadership team members to ensure consistent and accurate information is disseminated.

Job Qualifications:

- Bachelor's degree in a related field required
- 5 years demonstrated and highly successful fund-raising experience with a minimum 5 years senior level development and management accountabilities
- Expertise in hands-on planning and implementing creative and innovative strategies to raise contributed- income levels and skills in identifying and establishing collaborations to significantly increase amounts donated.
- Understanding of the not-for-profit agency role and the United Way process.
- Ability to work with both operational and policy volunteers with support and enthusiasm.
- Experience in strategic and tactical planning, staff supervision, coaching, and motivation of staff.
- Experience with foundation research and grant writing.
- Ability to develop effective relationships with key community leaders and people of influence who will lend support to fund development efforts.
- Experience with donor record systems; knowledge of development software and its capabilities.
- Excellent oral and written communication skills.
- Ability to make a commitment to the philosophy of Girl Scouts, both nationally and locally
- Member in GSUSA



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Physical Requirements:

- Frequent sitting, standing, walking, bending and twisting upper body.
- Capable of lifting up to 30lbs.
- Capable of viewing computer monitor for long periods.

Environmental Demands:

- Continuous indoor activity and exposure to florescent light.
- Frequent exposure to computer, video, and other copier emissions.
- Some outdoor activities and exposure to weather.

Other Working Conditions:

- Continuous requirement for professional demeanor and appropriate office attire.
- A criminal background check is required.
- Continuous work as a team member and ability to work independently with some supervision.
- Frequent work under stress and under pressure of deadlines with overlapping projects.
- Continuous ability to work well with others.

Send resumes to:

careers@gscctx.org or fax to (512) 453-1394. No phone calls, please.

Important Note:

The information contained in this job description is intended to outline the general nature and scope of work being performed by an employee assigned to this position. It is not intended to be construed as a contract, or as an exhaustive list of all responsibilities, duties and capabilities required of a person employed in this capacity. Job descriptions are subject to change at the discretion of the Girl Scouts of Central Texas.

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