



Girls Incorporated[®] of Orange County

Mission: Inspiring all girls to be Strong, Smart and BoldSM

Vision: Empowered Girls and an Equitable SocietySM

Girls Inc. of Orange County is a private, non-profit agency serving girls ages 5 to 18 years. We are an affiliate of the Girls Inc. national organization, the nation's leading voice for girls. Our programs for girls give equal concern for careers and life planning, health education, leadership and community action, self-reliance and life skills, culture and heritage, academic achievement, participation in sports, and excellence in math, science, and technology. Our programs have proven to be effective in inspiring girls to become Strong, Smart, and Bold.

POSITION INFORMATION

Position Title: Development Manager

Supervisor:

Chief Development Officer

Full or Part-time:

Full-time (Exempt)

Positions Available:

One

Purpose of Position:

Reporting to the Chief Development Officer, the Development Manager will be responsible for delivering various annual fundraising events, auxiliary groups and annual giving campaigns that inspire and engage participants in the organization's mission. This position will directly supervise two positions that assist in promoting deeper stakeholder engagement.

Regular or Temporary:

Regular

The Development Manager must be able to anticipate project needs, discern work priorities, and meet deadlines. In addition, he/she must have the ability to thrive in an environment that requires significant self-initiative, change, ability to anticipate project needs, manage multiple projects at once, and collaborate among many team members both internal and external to Girls Inc. of Orange County.

PRIMARY RESPONSIBILITIES

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Event Responsibilities:

- Events include, but are not limited to, Champions for Girls Salon, My Bold Future Gala, Champions for Girls Luncheon, Dads for Daughters Poker Tournament, and additional possible smaller stewarding and appreciation events.
- Develop and implement the My Bold Future Gala, Champions for Girls Luncheon and Dads for Daughters Poker tournament event fundraising plans, working to increase event revenue and donor engagement.
- Prepare budgets, manage and track all event finances, and provide progress reports to CDO/CEO.
- In collaboration with CEO, CDO, and Board of Directors recruit, grow and retain participation on event committee, manage and attend all event committee meetings, and keep members engaged and on track with all tasks.
- Recommend potential honorees, assisting the CDO in recruiting event chairs and supporting them with the committee.
- Secure, coordinate and manage all aspects of vendor relationships supporting the events.



- Ensure events are registered/permits are submitted to ensure organization is in compliance with state and local laws.
- Create timelines and manage all website, social media and all aspects of collateral marketing and direct mail materials.
- Manage all aspects of the event and production management, including but not limited to timeline, meetings with committee and vendors, all aspects of program, logistics, volunteers, speakers, script, entertainment, venue, registration, and all follow up and follow through of event.
- Manage follow up post-events to board of directors, vendors, sponsors and staff members following each event.

Dads for Daughters (D4D) Auxiliary Group:

- Design and implement strategies that align to organizational mission and goals.
- Develop and manage annual budget for Poker Tournament fundraising events and annual campaign.
- Collaborate with D4D chair to grow, retain and engage committee members.
- Manage D4D committee, plan and attend committee meetings, keep members on task.
- Manage strategy, timeline, and deliverables for annual campaign, working to increase revenue and retain donors.
- Plan, manage and executive Poker Tournament fundraising event.

Supervision of staff:

- Oversee and manage the full-time Development Associate, which includes oversight of: donor database, gift entry and acknowledgement process, gift reporting and finance reconciliation, pledge management, and in-kind gift program.
- Oversee and manage the part-time Marketing Associate, which includes oversight of: website, social media, and monthly e-newsletters.

Development Management responsibilities:

- Manage and deliver all aspects of year-end appeals (direct mail, online, social media donor engagement)
- Manage and complete Girls Inc. National grant and survey requirements.
- Attend Development Team Meetings as scheduled. Participate in executive leadership and board meetings as needed.
- Participate in PR agency monthly meetings and cultivate story ideas to enhance brand awareness with individuals, events and auxiliary group donors.
- Manage third-party event content and revenue generation.

QUALIFICATIONS

- Bachelor's degree required.
- A minimum of 5 years of preferred and documented success in a combination of fundraising strategies, techniques, and event planning.
- Exceptionally strong verbal and written communication skills required to build effective relationships with a wide variety of stakeholders, including staff, donors, board members, and volunteers, local and virtual communities.
- Strong working knowledge of Microsoft Office applications such as, Word, Excel and PowerPoint and CRM, such as eTapestry or Raiser's Edge.
- Experience in volunteer and support staff management.
- Ability to produce detail oriented and highly accurate work as a team player.
- A commitment to high professional ethical standards in a diverse workplace
- Must clear background and drug check and have reliable transportation



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand, walk, reach with hands and arms, stoop, talk and hear
- Must be able to lift 25 lbs.
- Must be able to sit for long periods of time
- Must be able to work occasional evenings and/or weekends

Compensation and Benefits

- Competitive salary commensurate with qualifications and experience
- Medical insurance (after 60 days) and retirement plan (after 1 year) provided
- Paid holidays and vacation

Please send cover letter and resume to Human Resources: humanresources@girlsinc-oc.org

Please note, applications without a cover letter/letter of interest will not be considered.

For more information on Girls Incorporated of Orange County, please visit our website at: www.girlsinc-oc.org. Girls Incorporated is an equal opportunity employer.