



Position Description

Position Title:	Foundation and Corporate Relations Manager
Department:	Fund Development
Reports To:	Director of Development
Location:	Downtown Los Angeles
Exemption:	Exempt
Date	December 2016

Job Summary

Foundation and Corporate Relations Manager is responsible for developing, managing, and implementing corporate and foundation strategies to meet or exceed budget goals and expand public support of Girl Scouts of Greater Los Angeles (GSGLA).

Essential Duties and Responsibilities

- Prepare operational plans and ensure steady progress of corporate and foundation giving programs
- Develop and track revenue/expense budgets for corporate and foundation giving and provide projections
- Move corporate and foundation donor prospects along the giving path with timely identification, cultivation, solicitation, and stewardship through direct contact and active prospect management
- Provide staffing support and leadership with GSGLA's Executive Leadership Team, Fund Development coworkers, the Board of Directors and other fundraising volunteers
- Research and pursue new funding opportunities
- Maintain accurate and up-to-date information in donor database
- Evaluate and refine corporate and foundation giving strategies on a weekly basis in collaboration with Director of Development
- Manage and attend donor events, meeting event goals and deadlines
- Build strong and productive relationships with other department staff, identify funding opportunities and enhance donor communications
- Prepare compelling donor correspondence including letters of intent, proposals, sponsorship decks, reports, letters and emails
- Acknowledge and recognize donors in a timely and appropriate way
- Participate in Fund Development and External Relations meetings and serve on special event committees as needed
- Support the Director of Development with special projects as needed
- Assist with individual giving
- Maintain courteous and professional attitude at all times
- Other duties as assigned

Skill, Experience & Education

- Minimum of three years of foundation and corporate relations experience
- Experience making cold-calls with resilience and tenacity
- Experience working with fundraising volunteers
- Highly motivated self-starter and team player

- Ability to be an effective spokesperson for the GSGLA cause
- Excellent written and oral communication skills
- Experience managing budgets and creating and presenting detailed, timely, and accurate reports
- Ability to multi-task to meet competing deadlines
- Experience in managing events
- Knowledge of Microsoft Office and Raisers Edge donor database
- Experience as a Girl Scout desirable
- Bachelor's degree required

Additional Organizational Requirements

- Subscribe to the principles of the Girl Scout Movement.
- Possess a positive attitude with strong work ethic, integrity and honesty.
- Must be flexible, adaptable and willing to thrive in an ever changing/fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the work place.
- Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls.
- Practice pluralism and be inclusive with the services provided.

Physical Requirements

The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. The environment for this position is mostly clean and comfortable but may include some minor annoyances such as noise, odors, drafts, etc. In the course of performing this work, the incumbent:

- Will spend time sitting, utilizing the computer.
 - Will spend time standing/walking throughout the facilities.
 - Must travel via personal vehicle or public transport to various facilities throughout the region.
 - May lift up to 15 lbs periodically. If more, the incumbent must request assistance.
- The incumbent must be able to perform this job safely, without endangering the health or safety of him/herself or others.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit resume to Chris Dean at CDean@girlscoutsla.org with “**Foundation and Corporate Relations Manager Position**” in the subject line.