

# GIRL SCOUT COUNCIL OF COLONIAL COAST WE ARE HIRING!



**TITLE:** Development Manager  
**REPORTS TO:** Development Director  
**CLASSIFICATION:** Exempt, Full-time  
**COMPENSATION:** \$32,000 minimum (salary negotiable based on experience, benefit package is offered)  
**LOCATION:** *A Place for Girls* (Chesapeake)  
**POSTED:** November 3, 2010  
**CLOSING:** Until Filled

## ABOUT US:

Girl Scouts is the world's preeminent organization dedicated solely to girls where in an accepting and nurturing environment girls build courage, confidence and character to make the world a better place. Headquartered in Chesapeake, Virginia the Girl Scout Council of Colonial Coast serves 22,000 girl and adult members from southeastern Virginia and northeastern North Carolina. We offer a collaborative environment with open communication and mutual respect. Work with a diverse group of professionals in a dynamic environment that empowers you to explore your full potential.

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**TO VIEW A DETAILED JOB DESCRIPTION, VISIT [http://www.gsccc.org/AboutUs\\_Job.asp](http://www.gsccc.org/AboutUs_Job.asp).**

## SUMMARY

Work in collaboration with Development Director to create and implement the annual development plan and strategy to include grant procurement, United Way allocations, and designated campaigns. Recommend strategies/tactics to achieve fund development goals. Participate in department goal-setting, budgeting, and planning. Prepare, present, and correspond with all funders (including United Ways) to develop relationships and pave the way for continual giving. Manage Council grant process which includes, determining Council funding needs, researching grant sources, preparing grant proposals, and maintaining grant files.

## QUALIFICATIONS

Qualified candidates will possess a Bachelor's degree with two years experience in fundraising or direct sales; or equivalent combination of education, training and experience. Successful grant/proposal/direct mail experience. Demonstrated exceptional communication skills, including grammar, writing, editing, proofreading, and public speaking. Ability to work a flexible schedule, including some evening and weekends. Ability to travel as job requires.

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## HOW TO APPLY

Visit [http://www.gsccc.org/AboutUs\\_Job.asp](http://www.gsccc.org/AboutUs_Job.asp) for application instructions or send resume, cover letter, and salary history to:

Girl Scout Council of Colonial Coast, Human Resources  
912 Cedar Road, Chesapeake, VA 23322  
Phone 757-547-4405 Fax 757-547-1872  
Email: [hr@gsccc.org](mailto:hr@gsccc.org)

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