



## **POSITION DESCRIPTION**

*Girl Scouts of Northern New Jersey will be recognized as the premier leadership development program that nurtures, inspires and empowers girls.*

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**Position Title:** Executive Associate – Development & Communications

**Salary Grade:** Non-Exempt, Salary Grade 6, Full Time

**Reports To:** Chief Development & Communications Officer

**Location:** Riverdale

**Position Summary:** The Executive Associate – Development & Communications coordinates and performs a variety of high level administrative functions, including correspondence and maintenance of confidential files. Maintains donor database, acknowledges and supports donors and provides reporting for the department; tracks and manages campaign progress and secures appointments with donors and prospects.

**Primary Responsibilities:**

- Performs administrative support activities and maintains files for the Chief Development & Communications Officer (CDCO).
- Ensures daily receipts are properly coded and recorded in database. Ensures donors are properly acknowledged in writing within two days of receipt of donation.
- Produces weekly and monthly fundraising reports and others as requested. Rectifies monthly reports with Finance Department.
- Maintains campaign records and progress; coordinates pledge payment schedules and pledge reminders.
- Compiles data gathered from emails, phone calls and referrals from staff members. Updates biographic/demographic information in the database.
- Produces correspondence, statistical reports and minutes of related committee meetings.
- Researches individuals, corporations and foundations, and secures appointments with donors and prospects.
- Carries out operational and clerical duties specific to the position, supports special events, and supports communication needs as warranted.
- Assists with creating printed fundraising materials and producing mailings.
- Provides basic information to the customer's inquiries and directs follow up requests to the respective staff member in a timely manner.
- Demonstrates a quality customer service attitude at all times.
- Helps foster and implement the council's policy to strive for a volunteer, employee and program participant population reflective of the area's religious, racial, ethnic, social and economic diversity.
- Performs other duties as assigned, including key accountabilities.



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Staff members are accountable for achieving their performance goals that collectively enable GSNNJ to reach our council goals. Each staff member is expected to take an active role in all areas of operations, especially by being alert to opportunities to identify and engage potential volunteers, girl members, donors, vendors, collaborators, etc. and providing contact information to the appropriate staff person.

Each employee is a representative of Girl Scouts of Northern New Jersey. Others form their impressions of GSNNJ based, in part, on their interaction with employees. Every personal contact made by a GSNNJ employee could be a current or potential donor; thus, these impressions can influence donor actions. Each employee is expected to take an active role in development by being alert to opportunities to identify potential new donors and providing contact information to the Chief Development Officer. On occasion, employees may be asked to participate in site visits and/or follow-up calls with contacts.

### **Education, Skills, Experience Requirements:**

- Associate degree (or equivalent experience) in related field.
- Excellent written and verbal communication skills.
- Exceptional time management capability to handle multiple tasks and deadlines.
- Proficiency in Donor Perfect, Greater Giving or other relational databases for data entry and reporting.
- Proficiency in Microsoft Office Suite.
- Experience and ability in securing appointments by phone or related sales skills.
- Membership in GSUSA is required upon employment and annually thereafter.
- Ability to lift and move 30 lbs.
- Ability to work a flexible schedule including some evenings and weekends.
- Ability to travel throughout the jurisdiction to attend meetings during the day/evening/weekend.
- Valid driver's license, reliable automobile and auto insurance.

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Employee Signature

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Date

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Supervisor Signature

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Date