Inspiring all Girls to be Strong, Smart and Bold

Girls Incorporated of Orange County
Mission: Inspiring all girls to be Strong, Smart and Bold
Vision: Empowered Girls and an Equitable Society

Girls Inc. of Orange County is a private, non-profit agency serving girls from kindergarten through college. 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 (CDO)

Full or Part-time: Full-time (Exempt)

Positions Available: One

Regular or Temporary: Regular

Purpose of Position:
Reporting to the Chief Development Officer, the Development Manager will serve as the events and marketing lead in the organization. Main responsibilities will include delivering various annual fundraising events, and annual giving campaigns that inspire and engage participants in the organization’s mission through strong brand awareness and succinct messaging. This position will directly supervise two positions that assist in promoting deeper stakeholder engagement.

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 and Main Fundraising Responsibilities (75%):
• Events include, but are not limited to, Annual Event Gala, College Bound Luncheon and additional program driven, and stewarding and appreciation events that include Smart-Ups, College Shower and Eurekathon!
• Develop and implement the Annual Event Gala, the College Bound Luncheon marketing and 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 and work closely with the Finance Director.
• 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.
• Manage all aspects of the event and production management, including but not limited to timeline, run of show and scripting, vendor management, registration, and all follow up and follow through of event.
• Collaborate with organization’s key partners to provide year-round engagement opportunities.
• Manage and oversee all aspects of Giving Days: ImpACT Anaheim, Giving Tuesday, and GI National Giving Day.
• Manage and deliver all aspects of year-end appeals (direct mail, online, social media donor engagement)
• Manage third-party event content and revenue generation.
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Marketing and Branding (25%)
- Ensure integrity of the agency and our mission is represented in all outward facing donor content, as well as aligned with the Girls Inc. of Orange County’s Style Guide.
- Manage the ideation and design of collateral pieces to support outreach for development team and event committees.
- Oversee proper segmentation of communication and solicitation to donor base.
- Manage inventory of branded marketing assets for outreach and events.

Development Management responsibilities:
- Oversee Development Associate and Marketing Coordinator.
- Attend Development Team Meetings as scheduled. Participate in executive leadership and board meetings as needed.

QUALIFICATIONS
- Bachelor’s degree required.
- A minimum of 5 years and documented success in a combination of fundraising strategies, techniques, and event planning in the non-profit and/or hospitality industry.
- Graphic design & digital marketing experience preferred.
- 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 and CRM, such as eTapestry.
- Strong working knowledge of WordPress, Canva, Hootsuite, and comparable digital marketing and design tools.
- 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.
- Solution-forward and creative thinker.
- Must clear background and drug check and have reliable transportation.
- Provide updated T.B. test
- Provide proof of Covid-19 Vaccination

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, Salary range $75,000-$80,000
- Hybrid schedule to include two days per week at the Girls Inc. of Orange County’s offices in Santa Ana.
- Medical insurance (after 60 days) and retirement plan (after 90 days) provided.
- Dental and Vision insurance covered by employer.
- Paid holidays, vacation, sick time, and birthday holiday

Please send cover letter and resume to humansresources@girlsinc-oc.org. No phone calls, please.
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.