POSITION DESCRIPTION

POSITION TITLE: Resource Development Volunteer Advocate
REPORTS TO: Chief Senior Director Resource Development
CLASSIFICATION: Volunteer

POSITION SUMMARY:
The Resource Development Volunteer Advocate works closely with the Senior Director of Resource Development to achieve Council’s Resource Development financial goals. This position assists with coordinating fundraising campaigns and identifying potential sources of funds (including individuals, foundations, corporations, annual giving, capital campaign, planned giving, United Way and other agency support, including events).

ESSENTIAL DUTIES & RESPONSIBILITIES
- Provides professional expertise in all aspects of fundraising.
- Must have demonstrated ability to solicit funding sources.
- Helps the Sr. Director maintain relationships with current and past donors and sponsors.
- Assists in planning, managing, and implementing fundraising events.
- Collaborates with Council and staff to identify untapped markets of interest and to generate ideas, programs, and concepts to engage potential donors and sponsors.

REQUIRED COMPETENCIES
- Abide by the Girl Scout Law and Promise and the Girl Scouts of the USA Organization Wide Competencies (EPIC)
- Must be a self-starter and able to work independently with minimal supervision.
- Strong written, verbal communication and interpersonal skills.
- Must have excellent organizational abilities with attention to detail.
- Must have demonstrated competencies in leadership, marketing skills, networking, volunteer relations, project management and evaluation, and fund development planning and implementation.
- Must have the following skills: Computer skill knowledge of Word, Excel, and PowerPoint and have had experience working with a donor database; must be an excellent writer and proofreader.
- Must be a team player and team leader.

EDUCATION AND OR EXPERIENCE
- Bachelor’s degree or equivalent with a specialization in administration, marketing, business development, economic strategy or related field.

CERTIFICATES, LICENSES, REGISTRATIONS
- Valid California state driver’s license.
- Proof of automobile insurance

ADDITIONAL JOB REQUIREMENTS
- Clearance of background check
- Access to reliable transportation.
**SELECTIVE ABILITIES & PHYSICAL REQUIREMENTS**

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

The volunteer must be able to perform the following:

- Physical ability to frequently stop, kneel, bend, crouch, and reach overhead.
- Use of light force to lift, carry, push, pull or move objects up to 20 pounds.
- This position requires the ability to remain stationary and to use computer monitor, keyboard and mouse for extended periods of time.
- Must be able to speak and communicate clearly, such as in public speaking engagements.
- Other assistance, as determined by the Council.
- Willingness and ability to work flexible schedule, including many evenings and weekends as required by position responsibilities.
- Ability to travel to and/or attend offsite meetings.

**WORK ENVIRONMENT**

The volunteer will work in an office environment and in close quarters with other staff and clients. The noise level in the work environment varies from moderate to loud; hectic situations can occur characteristic to working with infants, toddlers and parents in need. Exposure to odors such as scents are common. Occasional exposure to adverse environmental conditions may occur.

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

As a volunteer, you are a representative of Girl Scouts of Central California South and people form their impressions of the council in part, based on their interaction with you. Every personal contact is a current or potential donor or volunteer to the council. Thus, the impression we make through community and professional contacts, and involvement in collaborations with agencies, groups or organizations is important.

The qualifications, physical demands, and work environment described herein are representative of those a volunteer will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

I have read and understand the position description. I further understand and acknowledge that this current position description supersedes all former versions and shall in all instances apply.

______________________________
Volunteer Name (Printed)

______________________________
Volunteer Signature

______________________________
Date

**Mission Statement:**

Girl Scouting builds girls of courage confidence and character who make the world a better place.