

**Job Title:**

Communications & Development Specialist

About Girl Scouts of Tropical Florida:

Girl Scouts is the preeminent leadership development organization for girls. We believe in the power of every girl to change the world, and our programs offer each one a chance to practice a lifetime of leadership, adventure, and success. Girl Scouts of Tropical Florida was founded in 1923 and currently serves nearly 3,000 girls in grades K-12 from every zip code across Miami-Dade and Monroe counties. To volunteer, reconnect, donate, or join, visit www.girlscoutsfl.org.

Job Description:

The Communications & Development Specialist plays an important role by providing administrative support to the Director of Marketing/Communications and Director of Development by participating in all activities related to donor relations, marketing and communications, alumni and special events. The role requires strong communication and organizational skills, attention to detail, and a positive can-do attitude.

RESPONSIBILITIES**Communications**

- Campaign Support
 - Support 100th messaging efforts through social media, website and digital communications.
- Digital Communications & Engagement
 - Identify stories of accomplished Girl Scout alums, current Girl Scouts, Troops, and other stories that highlight our mission.
 - Assist in executing day-to-day social media initiatives, including curating and creating content, posting and monitoring.
 - Assisting in creating digital e-communications, including monthly newsletters and emails.
 - Manage and maintain digital and social media analytics.
 - Support GSTF website updates and maintenance.
- Other Tasks
 - Manage digital asset archives.
 - Collaborate with vendors, including graphic designers, printers, photographers, advertising representatives, and other vendors.
 - Provide support with PowerPoints and presentations.

Development

- Database Management
 - Enter, track and update donor and prospect records in Raiser's Edge database
 - Coordinate with finance department to ensure timely recording and acknowledgement of gifts; create and generate standard and custom reports and development analytics
 - Support proposal and grant management
- Events
 - Project manage all aspects of fundraising events; coordinate and communicate with all vendors, sponsors, and attendees
 - Create, track and update events in Raiser's Edge database
- Alumni
 - Manage alumni engagement, outreach and events
 - Manage monthly alumni engagement meetings
- Other Tasks
 - Provide support for additional development-related administrative tasks (lists, reports, gifts, etc.)
 - Support Fundraising Committee and attend quarterly meeting
 - Support donor communications letters and appeals
 - Serve as a point of contact for various stakeholders. Foster and maintain positive relationships with all internal and external stakeholders

QUALIFICATIONS

- Bachelor's degree in a related field.
- Two years of directly related work experience.

REQUIRED SKILLS/ABILITIES

- Knowledge of Girl Scouts mission, values, and culture and/or willingness to learn and adopt them
- Excellent oral and written communication skills with high attention to detail.
- Excellent problem-solving and judgment skills and a high level of attention to detail and accuracy.
- Strong organizational skills and attention to detail.
- Proficiency with Microsoft Office Suite and CRM database entry. Raiser's Edge experience preferred.
- Knowledge of Adobe Suite, Salesforce, and Canva are a plus.
- Comfortable engaging with individual donors and sponsors.
- Ability to work in a fast paced, collaborative environment to prioritize and meet deadlines.
- Ability to work some evenings and weekends.
- Registration as a member of Girl Scouts.

How to Apply:

If interested in applying for this position, please submit your resume to communications@girlscoutsfl.org and include the position title in the subject line.

Girl Scout Council of Tropical Florida provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.