



## **Position Description: Development and Engagement Manager**

**Organization:** GirlUp GVL

**Reports to:** Executive Director

**Position Type:** Full-Time

**Schedule:** M-F 10am -6pm (nights and weekends as needed)

**Overview:** This Development and Engagement Manager for GirlUp GVL will report directly to the Executive Director and encompass the responsibilities detailed below. This is a full-time position, with a flexible schedule that includes both remote and onsite work as required by the needs of the program and the Executive Director. Some evening and weekend work will be necessary.

## **Responsibilities/Areas of Ownership**

### **Fundraising & Grant Writing**

- Write and track grant proposals with the Executive Director.
- Develop grant strategies and manage reporting.
- Implement social media activities for Giving Tuesday.
- Collaborate on fundraising strategies.

### **Community Engagement & Marketing**

- Plan and coordinate the annual “Birthday Bash.”
- Manage volunteer onboarding and appreciation events.
- Cultivate relationships with partners, volunteers, and donors.
- Create and distribute monthly newsletters.
- Manage social media content and create promotional materials.
- Compile the annual impact report and update the website.

### **Administrative Support**

- Manage Donor Stewardship Program with personalized thank-yous.
- Organize Google Drive and update the Operations Manual.
- Coordinate and order gifts for staff and stakeholders.

### **Successful Candidates Will:**

- Bring initiative and creative ideas.
- Work independently and translate directives into action.
- Respond promptly to inquiries, fostering engagement.
- Collaborate effectively with team members.
- Adapt to varying work hours and shifting priorities.
- Manage time efficiently, balancing tasks and deadlines.

### **Work Hours:**

- Vary significantly, including evenings and weekends for events and updates.



## Required Education, Certification, and Experience

- High school diploma or GED
- Proficiency with Google Drive and Google products
- Experience with social media platforms such as Instagram, Facebook, and LinkedIn
- Interpersonal and teamwork skills
- Organizational skills with keen attention to detail
- Strong written and verbal communication skills
- Excellent time management and problem-solving skills
- Ability to multitask and adapt to changing priorities
- Ability to handle confidential information with discretion

## Preferred Experience

- Canva
- Fundraising experience
- Non-Profit experience

## Other Pre-Employment & Screening Requirements

- Completion of GirlUp GVL Employment Application.
- 21 years of age or older.
- SCDMV Motor Vehicle Report – two (2) or less moving violations within the last three (3) years.
- All candidates must submit to a mandatory pre-employment background check and drug screen.
- Submittal of three (3) or more professional references.

**Working Environment and Conditions:** This role encompasses diverse settings, including classrooms, outdoor spaces, vehicles (e.g., buses, cars), events, and professional meetings. Standard office equipment such as computers and phones are routinely utilized. Additionally, this position involves regular vehicle operation for transporting Program Attendees.

## Physical Demands

- Ability to lift 10 – 20lbs
- Ability to stand/walk for up to 5 hours.
- Ability to sit for up to 5 hours.
- Ability to safely operate vehicles for up to 4 hours.
- Ability to mentally handle stressful and/or emotional situations.
- Ability to maintain confidentiality of program attendees

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

***GirlUp GVL is committed to equal treatment of all employees and equal opportunity in employment, compensation, training, and all other aspects of employment regardless of age, race, creed, color, religion, gender, pregnancy, national origin, service member status, disability, or any other category protected by federal, state, or local law. Opportunities for employment and promotion are open to all who qualify.***