

Advancement Intern

Position Description:

Girl Scouts of Greater New York is growing. Guided by an ambitious strategic plan and its dynamic CEO, Meridith Maskara, GSGNY aims to expand its nearly \$10 million in revenue so that it can reach more girls while continuing to serve as an innovating force within the national Girl Scouts network. To advance this growth, the organization seeks an Advancement Intern to support the organization's fundraising efforts and further its mission.

The Associate for Individual Giving works across the department to seek philanthropic support from individuals, corporations, foundations, and government entities. An ideal candidate must have excellent written and oral communication skills. This person must be willing to work in a collaborative and high-pressure environment; have strong time-management skills and possess strong attention to detail. The Advancement Intern will interface with the entire Advancement team and will have the opportunity to learn and grow while helping to advance the mission of the Girl Scouts of Greater New York.

Responsibilities:

- Reporting to the VP of Advancement, the Development Intern provides general support to the Development Department, working in core areas such as donor relations, events, and foundation outreach
- Assist with maintaining database records
- Conduct research on potential donors and summarize potential donor engagement opportunities
- Assist in preparation and logistics for events
- Depending on availability, provide assistance at events
- Each internship position will also have its share of administrative support including but not limited to administrative duties like proofreading, file cleaning, and data entry

About Girl Scouts of Greater New York:

For over a century, Girl Scouts has been instilling generations of girls with the skills and knowledge to become young women of courage, confidence, and character, to speak out and be leaders. Today, Girl Scouts of Greater New York (GSGNY) is delivering its message of empowerment and engaging more than 32,000 girls of every race, background, and religion. GSGNY's vision is a New York City in which every girl feels empowered to lead in her community, the workplace, and the world. GSGNY has become a hub for innovation within the broader Girl Scouts movement, presenting new ways to engage and inspire the next generation of young leaders. Recent program developments include:



The expansion of its acclaimed Troop 6000 – a program created for girls living in the New York City shelter system – to all five boroughs of NYC.

The launch of new STEM programs such as Girl Scout Robotics, Urban Day Camp, and Breaking the Code, to help young women acquire the skills and confidence needed for the modern workplace.

Qualifications:

- Evidence of excellent verbal, interpersonal, and written communication skills.
- Computer literacy, with proficiency in Microsoft Office suite. Raiser’s Edge experience a plus.
- Ability to identify, analyze, and solve problems.
- Commitment to excellence and to providing strong customer service when interfacing with donors, volunteers, and staff members.
- Demonstrated organizational skills with strong attention to-detail and time management.
- Bachelor’s Degree preferred but commensurate experience will also be accepted.
- Fundraising experience, including planning and implementing fundraising events, is a plus.
- A passion for the mission and principles of the Girl Scout movement.

Compensation:

This is a part-time, 20-hour per week role. Girl Scouts of Greater New York is a hybrid work environment, and the expectation for this role is a minimum of 50% in office work. The compensation for this role will be \$15/hour.

To Apply:

Send cover letter and resume to hr@girlscoutsnyc.org and include “Advancement Intern” in the subject line of your email. No phone calls please.