

Associate, Corporate and Foundation Relations

The Opportunity

The **Associate, Corporate and Foundation Relations** will work with the Director, Corporate and Foundation Relations to raise approximately \$1.4 million annually from corporations, foundations, and government agencies. The Associate will work closely with the Director to maintain and grow the organization's institutional funding portfolio and collaborate with other members of the Advancement Department on projects that support revenue growth and donor engagement. In addition, the Associate will collaborate with members of the Program and Membership teams to complete grant applications and reports that support revenue growth, funder engagement, and provide impactful opportunities for the girls and women we serve.

This position is an exciting opportunity to complete competitive grant applications and reports, manage relationships, take ownership of projects, host program visits, and produce small events for funders. The Associate must have exceptional written communication skills and be willing to work in a collaborative and fast-paced environment, have strong time-management skills, provide excellent customer service to colleagues and funders alike, and possess strong attention to detail.

Background

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.
- The increasingly prominent role of our city's Girl Scouts in the public realm – from advocating to local officials for menstrual equity measures, to fundraising for the first-ever monument to women in Central Park.

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 \$10m in revenue so that it can reach more girls while continuing to serve as an innovating force within the national Girl Scouts network. To support this growth, the organization seeks an Associate, Corporate and Foundation Partnerships to support the Advancement Department's fundraising efforts and further its mission.

Job Responsibilities:

- Work with the Director, Corporate and Foundation Relations to grow and deepen institutional partnerships and financial support for the organization.
- Draft and edit letters of inquiry, proposals, letters of acknowledgement, and grant reports for institutional funders.
- Support the development of a robust pipeline of prospective donors through ongoing, strategic institutional prospect research.
- Collaborate with the Director to develop strategic stewardship plans for institutional funders.
- Coordinate with Program team to track and complete deliverables, compile data, facilitate reporting needs, and meet deadlines of various kinds.
- Administrative tasks, including but not limited to maintaining the institutional deadline calendar to ensure that grant proposals and reports are submitted in a timely manner and the moves management process for institutional contacts in Raiser's Edge.
- Act as one of two backups to the Philanthropy Coordinator for gift processing.
- Assist with site visits and events organized by the Advancement team.
- Assist program team with events that engage corporate volunteers as needed.
- Perform other duties, as assigned.

Required and Desired Qualifications:

- A sincere commitment to the Girl Scouts of Greater New York's mission and values.
- College degree and minimum of 1-3 years of experience fundraising at a nonprofit is required, and/or a strong desire to specialize in institutional fundraising.
- Evidence of exceptional written communication skills with high attention to detail.
- Excellent research abilities.
- Proven ability to prioritize, organize, and work effectively under deadlines.
- Excellent relationship-building skills: ability to personally connect with and engage diverse groups of internal and external stakeholders.
- Commitment to providing friendly and efficient customer service when interfacing with funders, volunteers, and colleagues alike.
- Ability to work and manage projects within a team structure as well as independently.
- Comfort working in a fast-paced, goal-oriented environment.
- Strong knowledge of Microsoft Office programs required; familiarity with Raiser's Edge a plus.
- Knowledge of or experience with educational programming for young people/youth development is a plus.

Characteristics:

- High degree of professionalism and dependability.
- Internal motivation to hold oneself to high standards on tasks large and small.
- Positive attitude and desire to learn and grow as part of a team.
- Commitment to transparency, accountability, and direct communication.



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Compensation & Benefits

- \$60-70K annual salary
- Comprehensive benefits including options for health, dental & vision coverage, Flexible Spending Account/FSA, commuter benefits, 403(b) retirement savings plan with employer match, and generous PTO

To Apply:

Please submit a cover letter, resume, and compensation requirements to hr@girlscoutsnyc.org.

Please put "**Associate, Corporate and Foundation Relations**" in the subject line, thank you.

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