

Associate, Individual Giving

The Associate for Individual Giving works with the Director of Donor Relations and the Vice President of Advancement to seek funding from individuals.

This person will work with the Advancement team, staff, board members and other volunteers to drive fundraising activities for the Girl Scouts of Greater New York; focusing on special events and individual giving, which collectively raise \$4 million annually. S/he must have excellent written and oral communication skills and have the confidence to ask individuals for donations and payments. 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 Associate for Individual Giving 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.

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.

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 **Associate, Individual Giving** to support the organization's special events and individual giving programs and further its mission.

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RESPONSIBILITIES:

Individual Giving:

- Work with the Director of Donor Relations to grow the individual fundraising program to deepen partnerships and financial support for the organization.
- Support the growth of our “Friendship Circle” – all gifts under \$1,000. This includes but is not limited to drafting appeals, thank you letters, creating outreach and stewardship pieces, and content for social media.
- Manage the New York Road Runners charity fundraising initiative and support participants.
- Assist the Director of Donor Relations with preparing for meetings with donors and attending meetings when needed, helping to communicate the mission of GSGNY, and entering notes into Blackbaud Raiser’s Edge NXT.
- Support the development of a robust pipeline of prospective donors and honorees by conducting research, creating donor profiles, and using donor research tools to identify and cultivate donors.
- Collaborate with the Advancement team and other staff members to complete fundraising and cultivation events and assist with site visits.
- Act as the primary backup to the Advancement Coordinator for gift processing, including data entry, reporting, donor acknowledgment letters and recognition.
- Support Special Events such as Woman of Distinction, Gala, Cookies & Cocktails, etc.
- Perform other duties as assigned.

QUALIFICATIONS:

- Minimum of 2-3 years experience in fundraising, including planning and implementing fundraising events.
- Evidence of excellent verbal, interpersonal, and written communication skills.
- Computer literate, 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.
- College degree required.
- Subscribe to the beliefs and principles of the Girl Scout movement.

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:

Send cover letter, resume and salary requirements to hr@girlscoutsnyc.org. Please **include "Associate, Individual Giving"** in the subject line of your e-mail. Resumes submitted without a cover letter will not be considered. No phone calls please.