



Director of Donor Relations Job Description

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 38,000 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 investments and initiatives include:

- **The Leadership Institute** provides middle and high school aged girls with 21st century leadership skills and subject-specific knowledge and experiences that will help girls reshape their views on leadership and about their own potential to transform into powerful agents of change, while equipping them to succeed in school and their future careers.
- **Troop 6000** is the first Girl Scout program specially designed to serve the thousands of girls currently living in the New York City homeless shelter system.
- **Cybersecurity Programs** at Girl Scouts were designed to serve the evolving needs of New York City's girls and New York City's workforce. With the goal of encouraging girls to consider careers that require STEM skills, this program ensures girls have the tools and knowledge they need to safely navigate our increasingly tech-driven world.
- **Anti-Racist and Anti-Bias Training:** We teach girls to lead by example, and to that end, we are committed to doing the work necessary to become an anti-racist organization. We are working to partner with experts in the areas of race, inclusion, and equity to conduct a series of trainings.
- **Camp Kaufmann:** The camp experience is an essential part of Girl Scouting – and as the only Girl Scout council in the nation serving a 100% urban population, we prioritize offering high quality outdoor education opportunities to New York City girls. We recently upgraded and enhanced facilities at our 425-acre Camp Kaufmann in Dutchess County, including the construction of a new swimming pool.

Guided by an ambitious strategic plan and its dynamic CEO, Meridith Maskara, Girl Scouts of Greater New York aims to expand to reach more girls while serving as an innovating force within the national Girl Scout movement.

Position Description

The Director of Donor Relations will be empowered to provide high-level strategy and relationship management support for the Vice President of Advancement, Chief Executive Officer, and Board of

Trustees in all aspects of donor cultivation and stewardship, including major and principal gift donors, Juliette Gordon Low Society members, and donors to the Campaign for Girl HQ.

Responsibilities

- Engage with and support the Council Leadership Team in the fundraising process by managing all stewardship and recognition programs for our highest-level donors, providing excellent relationship management and prompt follow up.
- Recommend appropriate cultivation and solicitation strategies and timing for donor/prospect visits, debrief, and manage follow up activity.
- Ensure that Council Leadership presents annual requests for financial support to all major gift donors and prospects at the appropriate time. Close and acknowledge all requests on schedule and in a timely fashion.
- Work with the Council Leadership Team to develop a strategy and build a pipeline for new six and seven-figure prospects from outside of the organization's existing donor pool.
- Develop cultivation, stewardship, and solicitation strategies for a portfolio of the organization's most important prospects and donors.
- Facilitate and coordinate communication with these prospects and among the prospect's relationships with Council Leadership. Promote positive relations with these prospects and donors.
- Implement donor cultivation and stewardship events when appropriate. Identify and cultivate potential new event hosts.
- Collaborate with team members to ensure the timely and accurate completion of routine work such as gift acknowledgements, solicitation and cultivation mailings, and event invitations.
- Create proposals for solicitation of restricted gifts as well as follow up reports for donors making restricted gifts, as needed.
- Collaborate with VP of Development and Development staff to pursue strategies to engage, cultivate and solicit prospects to secure gifts for the foundation's highest priorities.
- Collaborates with Council Leadership to devise and implement cultivation and solicitation strategies for prospects in the VP and CEO portfolios, and campaign pipeline.
- Interact with internal stakeholders to develop and implement prospect strategies and gift ideas, shape and finalize gift proposals, and produce timely and meaningful stewardship.
- Ensure proper donor stewardship including appropriate follow up meetings, drafting funding/impact reports and proposals for moving gifts through the pipeline to become major gifts and larger corporate partnerships.
- Provide background research and materials that will provide support for the development of individual and foundation donations.
- Assist with other duties as assigned by the Leadership Team.

oQualifications

- Bachelor's Degree preferred.
- Minimum 7-10 years of relevant fundraising experience.
- Prior donor stewardship and database management experience with a solid understanding the donor lifecycle.
- Professional credibility, intellectual depth, maturity, and collaborative skills to lead others by influence.

- Outstanding verbal and written communication skills, including public speaking.
- Superior interpersonal and listening skills and the proven ability to develop and negotiate complex relationships and proposals in person and in writing with a diverse portfolio of donors as well as collaborate with colleagues.
- Strong organizational skills; proven experience in project management.
- Excellent time management skills with the ability to manage multiple projects simultaneously, while paying extreme attention to detail and accuracy.
- Ability to meet deadlines and function effectively in an environment demanding a high-energy level, discretion, flexibility, and superior work.
- Demonstrated ability to research and access information about donors, foundations, corporations and other funding opportunities.
- Ability to handle sensitive information in a confidential manner and to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.
- Sound judgment and strong decision-making ability.
- Computer literacy: ability to use Windows-based software (Word, Excel, PowerPoint) as well as proficiency with The Raiser's Edge.
- Some travel and weekend work may be required.

COVID Guidelines

The health and safety of our staff, girls, and volunteer community is our highest priority. As such, the Girl Scouts of Greater New York (GSGNY) is requiring all newly hired, (and current) staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical or religious reasons will be considered in accordance with applicable law.

Compensation & Benefits

- This role is currently available for part-time employment, up to 25 hours per week. The hourly rate will be \$75-\$100 per hour, commensurate with experience.
- This role does not qualify for benefits, 403(b) retirement savings plan with employer match, or PTO.

TO APPLY

Please send your resume and cover letter to apply@girlscoutsnyc.org. Please include "Director of Donor Relations" in the subject line of your email. The Girl Scouts of Greater New York offers a comprehensive benefits package. While the Girl Scouts of Greater New York Team is currently working remotely, the organization expects to return to the office this summer.

The Girl Scouts of Greater New York are an Equal Opportunity Employer.

We are committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation(s) for the specific disability will be made for the incumbent or applicant when possible.