



**girl scouts**  
nation's capital



**Corporate & Foundation Officer**  
**Washington, DC**

**DRi Waterstone**  
HUMAN CAPITAL

DRiWaterstone HC  
3033 Wilson Blvd., Suite E-537, Arlington, VA 22201  
703-294-6684  
[www.DRiWaterstoneHC.com](http://www.DRiWaterstoneHC.com)



## About Us

We Are Girl Scouts.

Girl Scouts bring their dreams to life and work together to build a better world.

Through programs from coast to coast, Girl Scouts of all backgrounds and abilities can be unapologetically themselves as they discover their strengths and rise to meet new challenges—whether they want to climb to the top of a tree or the top of their class, lace up their boots for a hike or advocate for climate justice, or make their first best friends.

Backed by trusted adult volunteers, mentors, and millions of alums, Girl Scouts lead the way as they find their voices and make changes that affect the issues most important to them.

## Our Mission

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

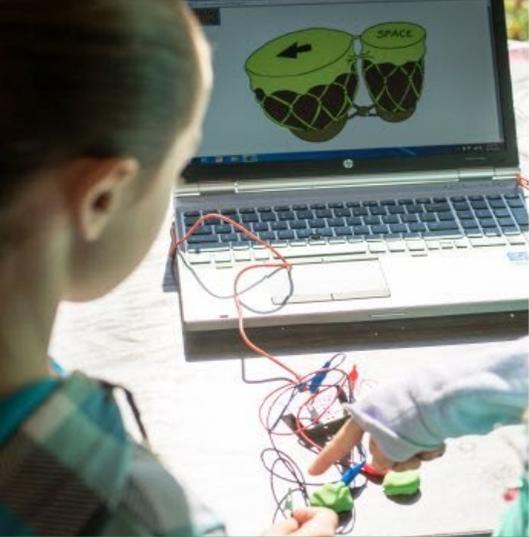


## The Opportunity

Girl Scouts Council of Nation’s Capital (GSCNC) seeks a reliable Corporate and Foundation Officer to steward and grow an existing portfolio while raising awareness and generating revenues/funds for designated GSCNC strategic priorities. The Corporate and Foundation Officer will be responsible for researching funding opportunities, writing applications, coordinating grant planning activities, managing a budget, and preparing final proposals. The annual goal for this position is \$1,125,000 and is expected to grow each year by a minimum of \$250,000. This is an exceptional opportunity for a talented and self-motivated individual seeking a position in a dynamic mission-driven organization.

### Primary responsibilities include:

- Work with the Director to steward and cultivate existing funders. Develops cultivation and solicitation strategies – from initial inquiries to written proposals – for newly identified and existing institutional funders.
- Identify new prospective foundations and corporations by implementing engagement strategies to support revenue growth.
- Conduct the full range of activities required to prepare, submit, and manage grant proposals and reports.
- Write clear, compelling proposals, tailored to specific GSCNC’s needs and interests that meet the funders’ strategic goals.
- Secure five- to six-figure grants to support GSCNC’s mission.
- Monitor funded proposals, prepare grant reports as directed, and manage grants calendar to include other departments as appropriate.
- Build and maintain a robust tracking system of national and regional grant opportunities and collaborate with the Finance department and other departments on developing proposals and funder reports.
- Collaborate with senior staff in the writing, reviewing, and editing of other development-related materials and/or reports.
- Participate and staff board fund-raising committees.
- Solicit corporate funding specifically for events and other fundraising initiatives.
- Oversee donor recognition efforts, participate in funder meetings onsite visits, and assist with council updates.
- Maintain knowledge about industry trends that may be relevant to GSCNC's work and mission.
- Serve as an advocate for GSCNC in the greater community.
- Participate in a culture of learning related to the field of philanthropy.



## The Candidate

### Required skills and experience:

- 3+ years of development and/or grant writing experience, including some knowledge related to program design and outcomes.
- Experience successfully securing funding from both corporations and foundations.
- Bachelor's degree from an accredited college/university or equivalent related work experience.

### Desired skills and experience include:

- Familiarity or experience with online grant submission platforms.
- Excellent writing and editing skills to ensure all grant proposals and reports are produced at the highest quality.
- Ability to prepare and manage a budget and resources.
- Knowledge and familiarity with research techniques for fundraising prospect research.

- Experience working with Donor Perfect software or other CRM databases used for fundraising purposes preferred.
- Proven track record and talent for building relationships and managing a pipeline of foundations and corporations, giving from \$25,000 up to 6-digit gifts preferred.
- Strong research and analytical skills to identify prospective donors and develop successful cultivation, solicitation, and stewardship engagement strategies.
- Ability to work independently; strong diplomatic skills and experience engaging stakeholders, building consensus, and bringing diverse groups together throughout the process.
- Strong sense of storytelling to highlight the impact of GSCNC's work.
- Intellectual curiosity and commitment to diversity, equity, and inclusion.
- Excellent organizational skills with meticulous attention to both details and deadlines.



Applications can be submitted at  
<https://driwaterstonehc/position/gscnc-corporation-and-foundation-officer>

All first-round interviews for this position will take place via video conference with DR/WaterstoneHC.

DR/WaterstoneHC is an executive search and development consulting firm that recruits senior leaders and works with them to build talented teams, create bold strategic plans, and design powerful fundraising programs.

**EQUAL OPPORTUNITY EMPLOYER**

Girl Scouts of the Nation's Capital provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

**COMPENSATION/LOCATION**

The preferred location for this position is the Washington, D.C., metro area. After three months of employment, the candidate will be eligible to work remotely 2 days per week. 100% employer-paid HMO for employees (dependent coverage, POS, dental/vision available).

**Expected salary range:** \$65,000 – \$70,000. Compensation will be commensurate with the candidate's special skills, years of experience, and unique background. We welcome the opportunity to connect with potential candidates whose salary requirement exceeds the expected hiring range.