



girl scouts 
nation's capital

Chief Financial and Administrative Officer Leadership Profile Girl Scouts Nation's Capital

Girl Scouting builds youth of courage, confidence, and character, who make the world a better place.
— Mission Statement

The Opportunity

[Girl Scouts Nation's Capital](#) (GSCNC), the largest council within the GSUSA movement, is in a period of growth and momentum. Under the leadership of Kim R. Ford, Chief Executive Officer, the council is building a dynamic Executive Leadership Team and has adopted a bold new strategic plan, "[\(S\)heroes of the Movement](#)," charting the council's course from FY2026 through FY2030.

To turn that vision into reality, GSCNC seeks a Chief Financial and Administrative Officer (CFAO) to serve as a strategic partner to the CEO and a core member of the executive leadership team who will safeguard the financial health of the council and drive the operational excellence that makes GSCNC's ambitions achievable. The CFAO provides visionary leadership across finance, information technology, risk management, business operations, and facilities including offices, camps, and other properties, aligning every resource GSCNC commands with its mission of building youth of courage, confidence, and character.

This is a unique opportunity for a finance and operations executive who wants a broader mandate than the balance sheet. The CFAO will be the architect of the financial and operational infrastructure that turns GSCNC's bold strategic vision into reality. The CFAO will oversee new program investment, modernize the systems that support the enterprise, and build the operating backbone that lets every other function of the council do its best work.

The Organization

Girl Scouts Nation's Capital is a thriving organization serving over 76,000 youth and volunteers across diverse communities in 25 counties in Maryland, Virginia, and West Virginia, and the entire



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District of Columbia. GSCNC is dedicated to empowering youth with the skills, knowledge, and confidence to become leaders in their communities and beyond.

GSCNC has an annual budget of \$26 million, with net assets of \$57 million, and 130 full-time employees. Through [The Promise Fund](#), the council provides financial support ranging from \$300K to over \$900K annually to ensure every Girl Scout can participate in programming without limitation.

In 2026, GSCNC hosted the GSUSA National Convention, welcoming 10,000 Girl Scouts and their families from more than 111 Girl Scout councils across the country to the GSCNC footprint — a milestone moment that will place fresh demands and fresh visibility on GSCNC's financial and operational backbone.

The Strategic Plan: (S)heroes of the Movement

GSCNC's FY2026-FY2030 strategic plan is grounded in the mission to build youth of courage, confidence, and character, who make the world a better place. Its vision is to boldly transform GSCNC into a council that sets the standard for the Movement. The plan advances three priorities: elevating the Girl Scout experience, positioning Girl Scouts as a lifelong leadership pipeline and sisterhood network, and future-proofing the organization through data-driven strategy, diversified revenue streams, and investment in people and culture. Every one of those priorities depends on the financial capacity and operational discipline the CFAO builds: the plan's ambitions rise or fall on the strength of the systems, controls, and infrastructure behind them.

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The Mandate

The CFAO is a strategic partner to the CEO and a key member of the executive leadership team, responsible for ensuring the financial health and operational excellence of GSCNC. Like many growing organizations, GSCNC's finance, information technology, and operations functions have room to modernize and integrate more tightly with the rest of the enterprise. The CFAO must be a leader for whom collaboration is a way of working, building bridges across departments so that financial strategy, risk management, and operations move in step with GSCNC's mission. The CFAO's key areas of focus are:

Financial Leadership

- **Lead** financial operations of GSCNC, including budgeting, forecasting, financial reporting, investments, tax report filings, and audits.
- **Develop and implement** long-term financial strategies that ensure sustainability and support mission-aligned growth.
- **Ensure** rigorous compliance with all applicable regulations and best practices in nonprofit finance.
- **Partner with and serve** as primary liaison for the Governance & Audit Committees and the Investment Committee and support the Board Treasurer in stewarding financial accountability and transparency.

Administrative and Operations Oversight

- **Provide** strategic direction for the business operations, information technology, and facilities teams.
- **Ensure** systems and policies are efficient, inclusive, and aligned with GSCNC's mission and values.



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- **Manage** enterprise risk assessment and insurance coverage for operations and programs.
- **Lead** strategic planning and stewardship of GSCNC's properties, including camps and other facilities.

Strategic Partnership and Leadership

- **Collaborate** with the CEO and Executive Team to advance organizational strategy.
- **Serve** as a thought partner on resource allocation, growth planning, and operational efficiency.
- **Drive** cross-functional collaboration and alignment with strategic goals.
- **Anticipate** emerging trends and risks, positioning GSCNC to respond proactively to external challenges and opportunities.
- **Serve** as a key liaison and staff partner to Board committees, supporting strong governance and strategic decision-making.

The Candidate

The ideal CFAO candidate brings both the technical command of a seasoned finance executive and the relational instincts of a true organizational partner – someone who sees the whole enterprise, not just the balance sheet, and who can translate financial stewardship into mission impact.

The successful candidate will bring a minimum of ten years of progressive leadership experience in finance and administration/operations, ideally within a nonprofit setting. The CFAO will hold a bachelor's degree in accounting, finance, business administration or a related field, with an MBA or CPA strongly preferred. They will have proven success managing

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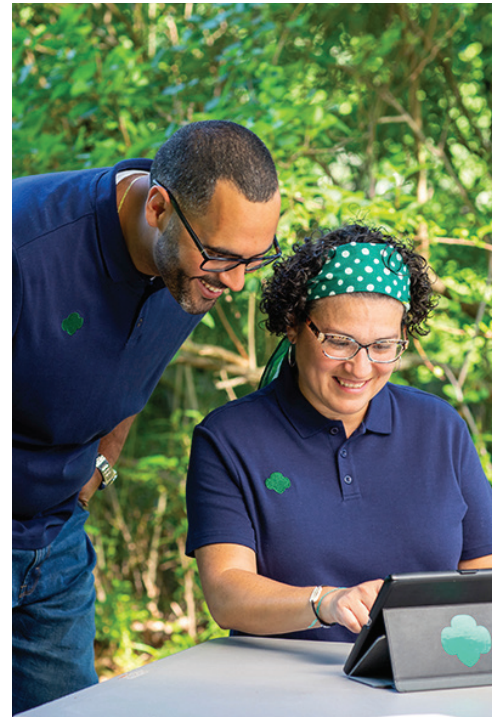


multidisciplinary teams across finance, operations, and information technology, along with a demonstrated ability to coach, mentor, and develop high-performing teams that operate with accountability, collaboration, and a habit of continuous learning.

Sharp business acumen and a strong command of nonprofit revenue strategy are essential, along with the judgment to assess financial impact, growth opportunities, and cost-effectiveness, and a deep working knowledge of nonprofit accounting standards (FASB, GAAP) and grant reporting. Equally important is the ability to lead through influence: to navigate complexity, build trust across diverse colleagues, Board members and funders among them, and turn long-range strategic and financial plans into action that supports innovation, sustainability, and mission alignment. Above all, the CFAO will bring a genuine passion for the Girl Scouts mission and an unwavering commitment to equity and inclusion.

The ideal candidate is:

- **A Technical Expert:** Deep, current command of nonprofit finance, accounting standards, and compliance.
- **A Team Builder:** A coach, mentor, and developer of high-performing teams.
- **Business-Savvy:** Fluent in nonprofit revenue strategy, with an eye for growth and cost-effectiveness.
- **Influential:** Builds trust and moves ideas forward across Board members, funders, and team at every level.
- **Mission-Aligned Leader:** Genuinely passionate about Girl Scouting and committed to equity and inclusion.



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Personal Characteristics

The CFAO of GSCNC believes in the value of Girl Scouts and the transformative power of these experiences. GSCNC is seeking a leader who is deeply committed to the ideals and mission of Girl Scouts and will demonstrate the following qualities:

- **Strategic:** Keeps the long view while driving near-term results, connecting daily execution to the 2030 vision.
- **Collaborative:** A natural bridge-builder who works across departments and makes shared success the expectation.
- **Quality-driven:** Relentless about continuous improvement—never satisfied with “good enough,” always raising the standard of the work.
- **Innovative:** A creative problem solver who is resourceful and encourages new ideas and emerging approaches.
- **Flexible:** Embraces change, using “and” more than “or.”
- **Attuned:** Finely attuned to what is happening at the ground level—among Girl Scouts, volunteers, team, and donors—and uses that awareness to shape the big picture of the organization.
- **Inclusive:** Treats every person with dignity and respect—a truly inclusive leader who champions belonging in all aspects of the council’s culture and external presence.
- **Resilient:** Recovers from setbacks and brings adaptability to complex issues.
- **An Effective Communicator:** Listens intently and clearly conveys expectations, priorities, and results.

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The Relationships

Leadership Connections	Key Relationships
CFAO reports to:	Chief Executive Officer
Works closely with:	Other senior leaders
Directs a team of 3 direct reports:	▪ Controller ▪ Director of Operations ▪ Financial Operations Specialist
Stewards Relationships with:	▪ Governance & Audit Committees ▪ Investment Committee ▪ Board Treasurer ▪ External auditors, insurers, and vendors

The Salary

The position is full-time with a competitive benefits package, including medical, dental, and vision insurance, generous paid time off, and a retirement plan. The expected compensation for the CFAO position starts at \$200,000.

The Location

GSCNC is headquartered in N.W. Washington, DC, at 4301 Connecticut Avenue (at Girl Scouts' Way), with Satellite Offices, camps, and other properties located throughout the GSCNC footprint.

For potential consideration or to suggest a prospect, please email relevant materials to CFAO-GS@BoardWalkConsulting.com or call **Terri Kohan** or **Lynn Rudisill** at 404-BoardWalk (404-262-7392).