

Girl Scouts of Eastern Iowa and Western Illinois
POSITION DESCRIPTION

TITLE: REGIONAL MEMBERSHIP MANAGER

FLSA: EXEMPT

PURPOSE OF JOB: The Regional Manager is responsible for increasing, and maintaining girl and adult volunteer participation in planning, organizing, and implementing Girl Scouting within the Council's jurisdiction in conformity with Council goals, policies, and standards as established by Girl Scouts of the USA and the Girl Scouts of Eastern Iowa and Western Illinois.

ACCOUNTABLE TO: VICE PRESIDENT OF MEMBERSHIP

KEY ACCOUNTABILITIES (ESSENTIAL FUNCTIONS):

1. Assists in achieving the Council's corporate goals for girl and adult membership through implementation of strategies in a specified region of the Council.
2. Provides support, supervision, and evaluation of adult volunteers, to ensure that programs are being delivered to girls in assigned geographic area.
3. Interprets the Girl Scout program for girls by developing and carrying out programs to enrich Girl Scouting experiences.
4. Assists with long-range goal and objective planning and implementation for diversifying girl and adult membership by developing new ways of delivering Girl Scout programs.
5. Recruits, appoints, directs, and evaluates volunteers in assigned geographic area to ensure Council goals and objectives meet the needs of the community.
6. Ensures the involvement of volunteer staff in the planning and implementation of Council-sponsored programs, trainings, and task forces.
7. Ensures the transition of girls from staff-led programs to volunteer-led delivery systems.
8. Assists in the development and administration of the membership team operating plan and budget to achieve the Council's objectives.
9. Analyzes statistical data for girl and adult membership to develop methods for recruitment, retention, and expansion opportunities.
10. Assists fund development by promoting Council and troop fundraising events and identifying potential donors.
11. Analyze and cultivate communities within a geographical region to promote Girl Scouting for expansion of recruitment and retention of girls and adults.

GENERAL ACCOUNTABILITIES:

1. Actively supports and promotes the Council's Inclusiveness Plan and commitment to diversity.
2. Actively supports all efforts to increase cooperation, communication, and collaboration between and among staff members, volunteers, and girls.
3. Understands and internalizes the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
4. Seeks to improve the effectiveness and efficiency of all Council operations with positive and creative approaches to challenges.
5. Ensures that materials prepared and produced for the Council's internal and external audiences reflect the highest standards of excellence.
6. Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
7. Maintains strict confidentiality when handling sensitive information.

8. Embraces fund development as an important component of job-related responsibilities by contributing personally and seizing opportunities to make the Girl Scout case for support.
9. Attends administrative, service unit, department, and team meetings as scheduled.
10. Continually seeks and accepts opportunities for personal and professional growth.
11. Performs other duties as assigned by supervisor.

TOP COMPETENCIES REQUIRED:

Individual must possess strong leadership skills; must have excellent oral and written communication skills; must be capable of managing multiple projects and measuring outcomes; and must have general knowledge of program policies, standards, and resources.

Must have the following competencies as defined in *Job Competencies Definitions*:

- Q. Leadership
- U. Networking
- W. Volunteer Management
- X. Project Management
- AB. Mentoring and Development

QUALIFICATIONS (EDUCATION, EXPERIENCE, SKILLS):

1. A four year degree in a related academic discipline or equivalent experience.
2. Strong planning, organizational, marketing, management, and computer skills especially in Microsoft Office.
3. Experience and/or demonstrated ability in managing volunteers.
4. Ability to plan, organize, and implement a multi-faceted workload.
5. Strong human relations skills and demonstrated ability and sensitivity in working with youth and persons of diverse backgrounds, cultures, and lifestyles.
6. Strong verbal and written communication skills.
7. Ability to work flexible hours, including weekends and evenings.
8. Valid driver's license and access to reliable transportation.
9. Belief in the purpose and mission of Girl Scouting; willing to become a member of GSUSA.

Last Updated: March 28, 2007