

GIRL SCOUTS OF CENTRAL INDIANA, INC.

Position Title: Membership Development Manager

Operating Unit: Membership

Location: Bloomington, Indiana

Reports to: Regional Director of Membership

Position Summary:

The position provides professional leadership and direct staff service to volunteers in assigned areas and serves as a liaison between the council and operational volunteers. The position actively markets the Girl Scout Program to broaden its base of community support and assures the recruitment and retention of girl and adult membership, which reflects the diversity of the council's jurisdiction.

Accountabilities:

- Appoints, supervises and supports volunteer Service Unit Chairs in assigned areas. If any Service Unit positions are vacant serves in that capacity.
- Assists in the recruitment, supervision of the Service Team volunteers. If any Service Team positions are vacant serves in that capacity.
- Actively works with volunteers to recruit and retain girl and adult members that reflect the diversity of the area served and the council jurisdiction.
- Works with Service Units to resolve volunteer concerns and relations.
- Conducts meetings in assigned areas to present timely information regarding the Council functions and acquires feedback from volunteers pertaining to overall operational functions.
- Conducts outreach initiatives to underserved area and works to develop collaborations with other agencies.
- Analyzes membership and demographic trend data to develop long and short term membership goals with volunteers, ensuring plan of work reach all racial/ethnic/ economic groups in areas served. Also conducts yearly Service Unit evaluations with appropriate volunteers
- Assists Membership Credentials Manager with accurate evaluation and maintenance of girl and adult registration information
- Supports all council departments to support the council's corporate goals and objectives, example Council Cookie and Fall Product Sale programs, ongoing program events, adult education opportunities, volunteer trainings and camping services.
- Provides operational reports of girl membership statistics to Regional Director of Membership
- Participates in diverse community and cultural events and programs.
- Seek and accept opportunities for professional growth and development.
- Ensure that diversity and pluralism is embraced an incorporated into the daily work of the position.
- Other duties as assigned.

Employee Role in Fund Development and Membership

- You are required to have an active role in the council's fund development and membership efforts, as set forth by your supervisor.
 - In addition, as an employee, you are a representative of GSCI, and people form their impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to or member of the council, and, thus, these impressions can influence their actions.
 - Employees also can play a more active role in fund development and membership by being alert to opportunities to identify potential new donors and volunteers.

Qualifications:

- Bachelor's degree in related field; equivalent experience considered.
- Effective leadership skills
- Ability to recruit, retain and supervise adult volunteers and girls
- Excellent decision-making, customer service and human relation skills
- Experience and sensitivity in working with diverse people and volunteers
- Experience in community organizing
- Proven success with strategic planning and project management
- Computer proficiency
- Excellent writing and planning skills
- Budget management skills
- Knowledge of age level programs
- Must hold membership in the Girl Scout organization and subscribe to the tenets of the Girl Scout Promise and Law
- Ability to work flexible hours including evenings and weekends required.
- Current valid driver's license, proof of vehicle insurance, and vehicle availability.
- Ability to travel from GSCI office to sites within the Council's jurisdiction.
- Ability to perform tasks that require walking, standing, bending, stooping, reaching and moderate lifting (less than 30 pounds).
- Ability to tolerate occasional exposure to seasonal weather conditions.

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