



Girl Scouts of Oregon and Southwest Washington, Inc.

JOB TITLE: Membership Manager – Salem Service Center

The Membership Manager is responsible for retaining, and increasing girl and adult membership in assigned geographic areas. The Manager will work with key volunteers and members of the local community in delivering the Girl Scout Leadership Experience in a variety of pathways for both girls and adults. She/he identifies, recruits, trains, and provides ongoing support to administrative volunteers enabling them to extend Girl Scouting in a given area. The Membership Manager serves as liaison to council management for volunteers in the assigned geographic areas in relation to operational matters. This position requires 30-40% travel.

Plans and implements a comprehensive plan for girl and adult membership growth by researching market data, membership trends, and other pertinent information relevant to designated geographic areas. Participates in the collection and analysis of data internally and externally to support council planning activities.

Recruits, selects, appoints, trains and supervises adult volunteers in assigned geographic areas ensuring volunteer diversity and the availability of support services to enable volunteers to carry out the responsibilities of their positions effectively.

Introduces and markets Girl Scouting and program pathways to girls, parents, volunteers, schools, sponsors, community leaders, community organizations and donors. Serve as an advocate for Girl Scouting in the community with attention to under-served communities.

Ensures the flow of information between the council level and the local level, interpreting policies and procedure as needed as resolving conflicts between volunteers.

Cultivates local business and community organizations to identify fundraising opportunities, researches community resources, establishes support for program pathways and to implement local service projects.

Support the funding of the council through participation in fund raising events, gift solicitation and annual giving activities as needed. Assists with grant management providing needed information to the fund development staff, managing grant budgets and measuring outcomes.

JOB QUALIFICATIONS:

A Bachelor's degree in social sciences, education, recreation or a related field, or satisfactory combination of work and educational experience, is required. A minimum of two years

experience in volunteer management, program planning, community organization or youth development preferred. Proven experience in recruiting, training and supervising volunteers.

Outstanding communication skills, both written and oral, are needed as is a demonstrated ability to work independently, manage multiple priorities, and creatively solve problems. Conflict resolution skills are a high priority. The ability to cultivate individual and collaborative relationships with key community leaders and organizations is essential. Bilingual skills are a plus.

Commitment to diversity and ability to work effectively with person of diverse backgrounds and abilities is required, as is strong organizational and supervisory skills and the ability to manage multiple projects simultaneously.

Must be able to work a flexible schedule including evenings, and some weekends and provide own transportation, proof of insurance and a valid driver's license in good standing for travel within assigned geographic area.

Willingness to accept the principles of the Girl Scout Movement as expressed in the Girl Scout Promise and Law.

FLSA Classification: Exempt, regular full-time

To Apply:

Internal Applicants - Complete an *Internal Staff Application Form* found on our intranet. Send information to Lynette Hansen, Director of Human Resources.

External Applicants - Send resume and cover letter to lhansen@girlscoutsosw.org / (503) 892-7606 Direct Fax.