



*Association of Girl Scout Executive Staff*

“Committed to Professional Excellence”

## **GIRL SCOUTS OF CONNECTICUT**

Position Title: **Director of Membership**  
Reports To: Senior Director Membership Services  
Location: North Windham

### POSITION SUMMARY:

The Director of Membership manages the direct delivery of services to girls and adults in their region. She/he is responsible for ensuring that Girl Scout Program is made available to every girl and potential adult volunteer. She/he is responsible for the community cultivation and partnership efforts in these communities. She/he directs the Membership and Marketing Managers, Community Development Coordinators and Youth Development Coordinators on reaching the goals set by the council's plan of work in regard to membership growth, retention and programs. She/he provides input in the design of the strategic and operational plans regarding delivery of services.

### MAJOR ACCOUNTABILITIES:

- Co-manages the Membership Department to insure that messages are consistently interpreted and shared to coordinate interaction between membership and other departments.
- Hires, trains, supervises, and evaluates: the Membership and Marketing Managers, Community Development Coordinators and Youth Development Coordinators, to ensure that high-quality Girl Scout program is made available to girls and adults.
- Analyzes membership trends and coordinates targeted girl and adult recruitment and retention efforts.
- Ensures that recruitment efforts reflect the councils AA/EEO commitment.
- Coordinates community outreach efforts to increase both visibility and opportunities for girls and adults to participate in Girl Scout program.
- Oversees implementation and reporting for grant funded initiatives, in-school programs and others.
- Develops and manages budgets to support membership development.
- Coordinates the collection and interpretation of data to demonstrate the outcomes of Girl Scout program.
- Interprets policies, procedures and practices.

### SKILLS AND COMPETENCIES:

The ideal candidate will possess a minimum of 5 years experience in a management position that includes the supervision of employees and budgeting/planning; will have proven organizational skills and strong written and oral communication skills. The candidate must have the ability to accommodate a flexible work schedule and be willing to travel in their region. Ability to work with a diverse group of staff, volunteers and girls is a must. The individual will have experience working on a management team and leading a team of professionals at all levels. Key competencies for the Director are knowledge/expertise in all matters relating to managing volunteer and girl services; ability to work with volunteers; project management; goal setting and achievement of stretch goals; staff mentoring and development; conflict management; strategic thinking/planning and strong team building skills.

### EDUCATION:

Bachelors Degree, nonprofit management or equivalent work experience.

SEND RESUMES TO: [hr@gsofct.org](mailto:hr@gsofct.org)