



GIRL SCOUTS OF NORTH EAST OHIO

Membership Manager

Reports To: Director of Member Services

POSITION SUMMARY:

The Membership Manager is accountable for the implementation and assessment of council strategies in order to deliver an integrated model of personal growth and leadership to both girls and volunteers within the council's jurisdiction. This position integrates all functions related to membership in order to meet and exceed membership recruitment and retention goals. This includes developing and implementing comprehensive segment plans for girl and volunteer membership growth, and building and leveraging strong relationships with key community leaders, families, institutions, and business organizations. The Membership Manager will also oversee the recruitment and provision of ongoing support to volunteers.

ESSENTIAL FUNCTIONS:

1. Ensures girl membership strategies align with the Girl Scout Leadership Experience
2. Creates interest in areas that will drive girl membership for grades K through 12
3. Collaborates with Program to ensure program offerings are driving girl membership
4. Makes recommendations on girl membership goals through GSNEO jurisdiction
5. Manages staff remotely ensuring contact with membership staff is frequent and focused by scheduling regular meetings at each service area
6. Sets a tone for open communication and a process to address teams (and the volunteer base) on a routine schedule (i.e., monthly member meeting agendas)
7. Provides leadership to membership work plans throughout the GSNEO jurisdiction.
8. Manages membership recruitment efforts in coordination with funding goals and objectives
9. Participates in the development of the membership budget for council and provides monitoring and administration.
10. Ensures that diversity and pluralism is embraced and incorporated into the work of the council.
11. Have knowledge of GSUSA handbooks, guidelines, Safety-Wise, and council policies, as well as Girl Scout Mission and Council Plan of Work.
12. Other duties as assigned to promote the successful implementation of GSNEO's goals/objectives.

SKILLS AND QUALIFICATIONS:

Bachelor's degree required; or 5 years of equivalent experience

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| Leadership | Project Evaluation |
| Volunteer Relationships | Project Management |
| Volunteer Management | Budget Administration |
| Strong Verbal and Written Communication | Networking |

ADDITIONAL:

- Apply for and maintain membership in Girl Scouts of the USA (GSUSA)
- Must have the ability to work flexible work week, including early hours, evenings and weekends
- Working knowledge of Microsoft Office, Word, Excel and Power Point. May need to know or have the ability to learn additional software specific to membership processing, tracking and analysis
- May be required to assist in supporting other GSNEO Regional Service Centers
- Will require travel throughout the GSNEO jurisdiction
- Valid driver's license and proof of insurance
- Daily access to dependable transportation

PHYSICAL ASPECTS OF THE JOB:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is subject to activities that are planned both inside/outside. The individual is regularly required to talk and walk.

The individual must occasionally lift and/or move up to 25 pounds; drive a car.

TO APPLY:

For consideration, please mail resume and cover letter to Human Resources, GSNEO, One Girl Scout Way, Macedonia OH 44056-2156 or email to hr@gsneo.org.