

VACANCY ANNOUNCEMENT

Girl Scouting is the largest organization for girls in the world. Our mission is to build girls of courage, confidence, and character who make the world a better place. Through activities in science and technology, business and economic literacy, and outdoor and environmental awareness, Girl Scouting provides girls with opportunities for fun and friendship while fostering the development of leadership skills and self-esteem.

Girl Scouts of South Carolina – Mountains to Midlands council is the largest organization serving girls in South Carolina. The council has a current membership of 11,800+ girls and 5,000+ volunteers and a staff of 54 (plus an additional 60+ seasonally). With an annual council budget of \$5 million, our service is currently supported through three administrative service centers, five camps, 4 out based offices, and 3 troop program sites.

The Director, Product Sales is responsible for directing the activities related to GSSC – MM’s two council-wide product sales (Fall Product and Cookie Program). The Director, Product Sales will be instrumental in the development of strategies to support the product sales efforts and will manage the staff and volunteer teams involved in the implementation. The Director is responsible for developing and implementing tactical and strategic plans to position, educate, and promote the benefits to various constituencies which address the annual plan of work and goals.

ACCOUNTABILITIES

- Develops the council’s annual product sales plan in tandem with volunteer team. Effectively monitor, evaluate and train on purpose, activities and benefits of product sales. Serve as the primary liaison to product and shipping vendors during strategy development and implementation.
- Establish long range goals with annual objectives and plans for sales.
- Recruit, retrain, train and supervise a core team of volunteers that includes girls to promote product sales.
- Establish a cross-functional team of staff to help support the cookie program annually.
- Ensure efficient and effective operation of support materials and promotional support of all aspects of the product sales plan development and execution.
- Design a system for adequate/appropriate inventory at localized sites; ensure written control procedures; conduct periodic and accurate inventory audits; and meet the needs of troops/groups involved in product sales programs.
- Utilizing constituency and committee feedback (girls, volunteers, parents, staff, board, committee, etc.), work with vendor representatives to research, obtain best practices, review trend history, and construct engaging and motivating product sales programs.
- Monitor expenses to ensure operation is within the council’s approved budget.
- Manage and disseminate information to product sales volunteers.
- Develop procedures and execute training system for data entry of product orders.
- Develop and administer an annual operating budget for product sales.
- Oversee the final sales reports and collection status of all product sales funds.
- Provide materials to the webmaster to promote the product sales program on the council website.
- Ensure that staff is supported in addressing daily operating issues and recommend and implement necessary training for staff and volunteers.
- Participate in establishing policies and procedures related to product sales.
- Work with external vendors, selected internal staff, and, as necessary, with GSUSA, on special projects involving product sales plans, records, data, etc.

- Manage the effective development and retention of high performing staff and ensure they are organized and deployed effectively to achieve successful operational results.
- Serve as a member of the Leadership Team, help establish priorities, provide assistance with new projects and initiatives, and support in introducing changes in the organization.
- Attend other meetings as appropriate with manager, volunteers, service centers, etc.
- Establish and maintain contacts with community organizations and educational institutions to market Girl Scouting and organize collaborative programs, partnerships, and/or financial contributions.
- Subscribe to tenets of the Girl Scout Promise and Law.
- Actively promote Girl Scouting in the community through presentation, networking and collaborative efforts.
- Keeps abreast of trends and issues in the community affecting girls, volunteers, and council services; keeps current on GSUSA's policies, priorities, changes, and requirements related to the Girl Scout Leadership Experience and membership philosophy and priorities.
- Assists in the smooth functioning of the council by performing other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in related field, i.e. business, etc.
- Five plus years related experience
- Preferred previous Girl Scout Product Sales experience required to support a \$4.75 million gross sales plan
- Excellent verbal and written communications skills; ability to make effective presentations; and the ability to interact effectively with staff and volunteers at all levels of the organization.
- Ability to take initiative, or organize and implement multi-faceted work load with minimum supervision and function as a member of a team.
- Supervisory experience including strong leadership skills to motivate, hold accountable, and retain a high performing staff.
- Knowledge and experience in managing volunteers.
- Understands and demonstrated experience with fund development and stewardship strategies.
- Demonstrated commitment and ability to interact with diverse populations.
- Demonstrated reasoning and negotiation skills to identify and resolve conflict.
- Demonstrated ability to handle sensitive information and maintain confidentiality.
- Demonstrated experience in the development and administration of budgets.
- Ability to work a flexible schedule, including some evening and weekends. Ability to travel as job requires.
- Proficiency of Microsoft Office Suite, internet and research applications, and database systems; working knowledge of Salesforce and Net Promoter key for next two years of strategy implementation.
- Must hold personal membership in the Girl Scout organization and subscribe to the tenets of the Girl Scout Promise and Law.
- Must have personal transportation and ability to drive, possess a valid driver's license, maintain personal auto insurance/meet the council insurance company's requirement for coverage, and submit to drug test and background check.



COMPENSATION/BENEFITS

The council offers a highly competitive compensation plan commensurate with the qualifications and experience of the individual selected. There is a comprehensive benefits package including generous time off, health, dental, life, STD, and LTD insurance options, 401K, Health Savings Account, and other attractive features. Relocation support will be considered.

THE COMMUNITIES AND JURISDICTION SERVED

The Girl Scouts of South Carolina – Mountains to Midlands, Inc. serves 22 counties in the central and western regions of South Carolina. From the Blue Ridge Mountains of the Upstate to the Sandhills of the Midlands, the jurisdiction is well regarded for a low cost of living, a center for automotive and international business, a variety of outdoor activities, and over 30 institutions for higher learning. The jurisdiction is supported by three Service Centers located in Columbia, the state capital, in Spartanburg, and in Greenville, the council's corporate headquarters and home office for this position.

HOW TO APPLY

For consideration, please email your cover letter and resume along with salary history to:

Girl Scouts of South Carolina-Mountains to Midlands, Inc.

Attn: Human Resources

Five Independence Pointe Suite 120

Greenville, SC 29615

Email hadmin@gssc-mm.org

Fax 864-272-3394

www.gssc-mm.org