

**GOVERNANCE MANAGER & EXECUTIVE ASSISTANT TO CEO**  
**Corporate Office, Greenville (State-Wide Travel Required)**

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 close to 10000 girls, more than 2,500 volunteers and a staff of 45 (plus an additional 50+ seasonally). With an annual council budget of \$3 million, our service is currently supported through three administrative service centers, five camps, four out-based offices, and three troop program sites.

**POSITION SUMMARY**

Provides diversified administrative and project support services of a confidential and responsible nature to the Chief Executive Officer. The incumbent has the responsibility to complete administrative work as well as drive governance work and special projects that supports the work of the CEO, Chair of the Board, and Board of Director's.

This individual must be adaptable, an astute problem solver, and be able to successfully interface in a professional manner with various constituencies including board members, volunteers, staff, donors, high level corporate, community and elected officials. Being detail-oriented and possessing strong oral and written communication skills will insure materials and presentations provide a consistent image, are accurate and reflect the council's commitment to Girl Scouting and the community at-large. The ability to consistently make quality decisions and utilize sound ethical judgment is imperative while working independently in a confidential environment and serving as the voice of the CEO when CEO is unavailable. Exceptional ability to manage a multi-faceted, project-oriented role with limited supervision is necessary.

**OBJECTIVES / RESPONSIBILITIES**

**This position has four primary areas of responsibility:**

1. Executive Assistant and Project Manager to the President/CEO
2. Executive Assistant to the Board of Directors, Committee Chairs, and Officers
3. Governance Project Manager to the Council Delegation
4. Liaison, representation, and customer service for the council's strategic leadership

**Executive Assistant and Project Manager to the President/CEO**

- Manage the President/CEO's email, responding professionally and appropriately while ensuring important and critical communication is noted for reference.
- Prepare the President/CEO's correspondence and ensure the accuracy of the flow of information and documents; drafting, proofreading, and editing a wide range of internal communications; prepare and review reports, talking points, graphs, and presentations.
- Create and maintain project calendars, committee calendars, and an annual operational calendar for the management and governing functions of the organization.
- Plan, coordinate and execute various level meetings, conference calls and events adapting to changes as necessary.

- Create and/or maintain appropriate filing documentation systems and databases, including central file, legal and national organizational files and document transfers.
- Manage the President/CEO's calendar, calls and inquiries.

#### **Executive Assistant to the Board of Directors, Committee Chairs, and Officers**

- Liaison and provide support to the Board Chair, Members at Large, and Standing/Operational Committee Task Group Chairs supporting the work of each group as needed through meeting scheduling and logistics as well as participation, project or correspondence preparation, communication, or material preparation.
- Prepare all materials, coordinate arrangements, prepare for, set-up and attend all governance meetings, committee meetings, and Board of Directors meetings (may include evenings or Saturday meetings) serving as meeting coordinator to include disseminating meeting minutes.
- Coordinate board reports and benchmark trend data.
- Maintain informational and meeting kiosk including legal documents, current references, forms, and policies.
- Research background information for meetings, reports, speeches and executive correspondence.
- Work with the President/CEO and Board Chair and/or Governance Chair to coordinate the planning and execution of retreats, trainings, and events related to the organization's assessment and governance development needs.

#### **Governance Project Manager to the Council Delegation**

- Project manager for council governance process including election, training, communication, term management, calendar management and Bylaws/Policies adherence.
- Plan, coordinate and attend all meetings of the Delegation, serving as the point of contact.
- Every three years coordinate the Council's Delegation to the National Council session. Oversee housing, registration, and enrollment through GSUSA system; coordinate information, training, and arrangements in advance of this week-long conference that rotates around the country.
- Provide monthly governance updates to the elected Delegation on the strategic priorities, dashboard of progress, and council/Girl Scouts of the USA information.
- Write content and create and distribute flyers, newsletters, and monthly information; work cross-functionally with other departments to complete same.

#### **Liaison, representation, and customer service for the council's strategic leadership**

- Manage, design, and/or administer the web conferencing, video conferencing, Go To Meeting, and/or Conference Calls for each facet of work or group.
- Prepare and present oral and written communication in accordance with established procedures and professional best practices.
- Handles situations and manages materials and communications with the utmost confidentiality.
- Responsible for archiving and managing the governance filing system.
- Consistently establish priorities and procedures for accomplishing work assignment in a timely manner.
- Attend other meeting as required with staff, volunteers, service centers, etc.
- Subscribes to the tenets of the Girl Scout Promise and Law and works productively with a diverse group of people
- Other duties as requested and assigned by the President/CEO.

## QUALIFICATIONS

- High School Diploma required; two-year degree or equivalent desired.
- Minimum of five (5) plus year's demonstrated, relevant comparable experience at the executive level in a professional environment; experience with nonprofit governance or governing systems a necessity.
- Exceptional written and oral communication skills, including proofing and editing skills.
- Excellent listening and interpretive skills in order to identify, assess, and respond to needs.
- A genuine, trustworthy, and inviting demeanor supported by polished communication skills
- Demonstrated ability and proficiency with MS Office, database management and other programs with extreme accuracy.
- Superior organizational skills, with the ability to carry out a variety of responsibilities with shifting priorities.
- Meticulous attention to detail, organizational and time management skills; the capacity to manage daily workflows and deadlines with equanimity.

## REQUIRED SPECIALIZED OR TECHNICAL KNOWLEDGE

- Strong organizational and time management skills with exceptional attention to detail.
- Skilled in Outlook, Word, Excel and documenting customer interactions in Salesforce or similar database program with the ability to run queries and reports.
- Ability to work a flexible schedule, which includes some evenings for Board meetings and support; on rare occasions as planned in advance some weekends.
- Ability to effectively work independently, maneuver among conflict of interest, and maintain confidential information.
- High level of attention to detail and ability to work well with deadlines.
- Ability to interact effectively and diplomatically with all external stakeholders, volunteers and staff members at all levels of the organization; cross-functional work experience is necessary.
  - Excellent project management and database management skills with problem solving and multi-tasking abilities.
- 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 the ability to drive; possess a valid South Carolina driver's license, maintain personal auto insurance meeting council insurance company's requirement for coverage, and submit to drug test and background search.

## BENEFITS

- Rich, comprehensive medical (BCBS plan), dental, and vision benefits that includes Council covering 15% of the employee costs; dependent coverage is also offered
- Fully-funded Employer paid Life/ AD&D insurance plan (also offering supplemental options to include dependent coverage)
- Fully-funded Employer paid Short-term and long-term insurance disability plans to ensure you have that extra coverage if needed
- Robust 401(K) Retirement Savings Plan with employer match to support you saving for the future
- Generous PTO accrual by pay period along with holidays and floating days
- Mileage reimbursement for those travel times
- Employee Assistance Program offering a vast array of support and guidance to include Will preparation, saving for a mortgage, etc.
- Flexible Spending Account that helps you save even more with medical needs

## **HOW TO APPLY**

This Vacancy Notice will remain active until all position openings are filled. For consideration, please forward your cover letter, resume and salary requirements to **[humanresources@gssc-mm.org](mailto:humanresources@gssc-mm.org)**.

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