



Association of Girl Scout Executive Staff

“Committed to Professional Excellence”

Chief Executive Officer
USA Girl Scouts Overseas—West Pacific
(Three-year assignment based at Camp Zama, Japan)

Application deadline: May 1, 2010

Position available: July 15, 2010

Background

USA Girl Scouts Overseas—West Pacific, established by Girl Scouts of the USA (GSUSA) in collaboration with the U.S. military in Japan, provides support to 14 USA Girl Scouts Overseas Committees, with 2,000 girl members and 1,000 adult members in mainland Japan, Okinawa, and Korea. The staff of USAGSO—West Pacific is comprised of two membership and marketing directors as well as five support staff.

Summary of position

The Chief Executive Officer (CEO) administers the work of USA Girl Scouts Overseas—West Pacific in extending and strengthening the Girl Scout program to girls and adults affiliated with the U.S. military in mainland Japan, Okinawa, and Korea. The CEO directs the organizational planning process and carries out the plan of work designed to meet short- and long-term goals. As the official representative of Girl Scouts of the USA in Japan and Korea, the individual works within the framework of the GSUSA constitution and bylaws, organizational goals, military support structure, and the procedures and budgetary limitations of USAGSO—West Pacific. The CEO confers with military commanders to gain support, supervises employed and volunteer staff, and is the liaison with respective international Girl Guide organizations of host countries. In addition, the Chief Executive Officer prepares and is accountable for the annual budget along with fund development activities including annual giving campaigns. The CEO is also accountable to the USAGSO-West Pacific Board for results related to the operating objectives and provides staff reports at each meeting of the board. The Chief Executive Officer is responsible for maintaining all official minutes and documents of the board.

Qualifications

- Solid background in Girl Scouting with at least five years' experience at the executive management level; CEO experience preferred
- Demonstrated experience in hiring and supervising staff, conducting performance reviews, and coaching and developing staff
- Experience in organizational and financial management, community relations, fund development, and membership extension required
- Experience working with volunteer policy groups and operational volunteers
- Strong written/verbal communication skills; excellent interpersonal skills
- Solid hands-on computer skills, including in Microsoft Office Suite and CES
- Familiarity working in a military setting highly desirable
- Knowledge of the political and cultural aspects of living and/or working in another country
- Travel approximately 30 to 40 percent of the time; valid driver's license required
- Bachelor's degree in management or related field, or equivalent relevant experience

Hiring range: To be determined, plus housing allowance

To expedite the process, apply online at www.girlscouts.org/careers with your cover letter and resume in one document, then contact Janice Jacobs, Staffing Consultant, at 212-852-8022.

EOE/Committed to Diversity