



*Association of Girl Scout Executive Staff*

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“Committed to Professional Excellence”

**Job Announcement**  
**Girl Scouts of Northern New Jersey**

Position Title: **Regional Director, Paramus**  
Reports To: Chief Program Officer  
Location: Paramus, NJ  
Grade Level: 6  
Hiring Range: \$54,000 - \$60,000

**POSITION SUMMARY:**

The Regional Director manages the design and implementation for direct delivery of the Girl Scout leadership experience to girls and adults in an assigned geographic area. She/he is responsible for ensuring the Girl Scout leadership experience is made available to every girl and potential adult volunteer. She/he is responsible for community cultivation and partnership efforts in these communities. She/he directs the Membership Development Associates 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.
- Provides coaching, training, mentoring, and support in an atmosphere of open and direct communication.
- Analyzes membership trends and coordinates targeted girl and adult recruitment and retention efforts.
- Ensures that recruitment efforts reflect the council's EEO commitment.
- Coordinates community efforts to increase both visibility and opportunities for girls and adults to participate in Girl Scout program.
- 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.
- Oversees the management of the staff and activities of the service center and the management of the building and grounds of the service center.

**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. 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:**

Bachelor's Degree, nonprofit management or equivalent work experience.

SEND RESUMES TO: [smiller@gsnnj.org](mailto:smiller@gsnnj.org)