



Association of Girl Scout Executive Staff

“Committed to Professional Excellence”

Job Posting

DIRECTOR, PROGRAM COUNCIL SUPPORT **[Based at corporate headquarters in New York City]**

Position Summary

The Director, Program Council Support, will take the lead in creating and implementing plans that support Girl Scout councils in executing a nationally consistent core program experience for 2.6 million-plus girls, delivered primarily by volunteers. She/he will be a “change leader” who will collaborate with the Vice President, Program Development, to implement the transformation of Girl Scouting into a clear national experience based on developing girls’ leadership skills. The Director, Program Support, is responsible for planning, creating, and executing innovative approaches to support councils in the implementation of new and revised national program initiatives and resources focused on leadership development. She/he provides leadership in the programmatic aspects of the cookie program, camping, and safety issues; assists in integrating local efforts with the national Girl Scout mission and program strategies; and clarifies national and local program roles.

The director leads the development and use of various large-scale methods to roll out and implement the national program. This includes communicating with key council audiences through current technology and consulting services as well as creating supplementary custom-tailored tools for council staff and volunteers to accelerate smooth and effective program implementation. She/he will prepare and monitor the team’s budget and participate in the strategic/tactical planning process for the department. She/he will supervise, coach, and develop staff, ensuring that they keep abreast of the latest trends and cutting-edge tools needed to provide a high level of program support to councils.

Qualifications

- Minimum 10 years of experience in the strategic planning, implementation, and support of programs and/or products with emphasis on technological resources, including experience in a youth-serving organization with local affiliates across the country strongly prefer
- Minimum 5 years of management experience with emphasis on creating a vision, strategic/tactical planning, supervising and coaching staff, and budget development highly desirable
- Previous experience in a not-for-profit environment with emphasis on large-scale program rollout and implementation through a network of volunteers; Girl Scout background highly desirable
- Experience synthesizing complex information and data into clear, concise reports, presentations, and plans, to deliver key messages tailored to specific audiences
- Proven expertise in motivating, influencing, and leading teams to develop and utilize a variety of methods including technology to communicate information that provides key messages, information, and support services within available delivery systems, structures, and operations
- Demonstrated analytical thinker with excellent written/verbal communication and interpersonal skills and proven expertise in obtaining acceptance to new ideas/concepts from stakeholders at all levels
- Solid experience in partnering with other teams to analyze trends and identify product improvements/enhancements related to increasing product value, function, and revenue
- Expertise in Web-related and other electronic technology to facilitate two-way communication and obtain feedback on the status of ongoing projects to identify and replicate those with potential experience using various software
- Solid computer skills in Microsoft Office Suite and Microsoft Project
- Demonstrated experience managing multiple projects simultaneously with changing priorities and tight deadlines in a highly collaborative environment



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- Travel up to 40 percent of the time, involving day trips, overnight travel, and/or weekends, as required
- Valid driver's license to drive to various geographic locations
- Bachelor's degree in business administration, organizational development, or related area, or equivalent relevant experience; master's degree in education administration, business administration, organizational development, or other related area preferred

EOE/Committed to Diversity

Please apply only online with cover letter and resume in one document at www.girlscouts.org/careers