



GIRL SCOUTS—DAKOTA HORIZONS

Position Title:	Community Development Specialist
Location:	Regional
Position Classification:	Full Time/Non-Exempt
Reports To:	Sr. Regional Director
Approved By:	Chief Human Resources and Risk Officer
Direct Reports:	None

Position Summary:

The Community Development Specialist is responsible for developing effective lead generation and executing recruitment that results in an increase in girl and adult membership in assigned, established areas as well as mentoring, developing and delivering resources, and maintaining partnerships to support volunteers with a focus on programming for underserved populations. The Community Development Specialist works collaboratively and cross-functionally with other departments to provide customer care and support that ensures achievement of Council goals. Fosters community partnerships in order to implement Girl Scouting within an assigned area.

Major Accountabilities- Community Development Specialist

1. Cultivates community relationships to address needs and deliver alternative programming with appropriate community leaders, organizations, and businesses in assigned geography and prioritize program needs.
2. Is accountable for meeting or exceeding annual membership recruitment and retention goals for girl and adult members in an assigned area.
3. Delivers programming to alternative members as aligned with guidelines and ensuring that programs in the Troop Pathway are executed in alignment with the Girl Scout Leadership Experience's five outcomes and three processes.
4. Generates girl and adult member leads from a variety of effective methods including but not limited to recruitment activities, marketing, community presentations, etc.
5. Cultivates and develops opportunities to engage community organizations, agencies and leaders, educators, and faith-based institutions to increase awareness of and participation in Girl Scouts
6. Assists in follow up and conversion on new leads and referrals resulting from lead generation activity
7. Works with cross-functional team to determine or develop innovative techniques to ensure the effective delivery of recruitment, retention and conversion strategies.
8. Establishes community partners who can provide a network of potential volunteers and/or provide resources such as safe meeting locations, advertising and outlets to the focus area.
9. Researches and creates innovative ways to recruit and add a broader range of adult volunteers.
10. Ensures that recruitment and alternative programming strategies and plans are consistent with philosophy and mission of Girl Scouting and the council's overarching strategies and initiatives.

11. Anticipate, prevent, and resolve conflicts while maintaining productive working relationships.
12. Learn & demonstrate sales skills and embrace tools and processes to support organization growth.

Major Accountabilities-Leadership

1. Demonstrate service excellence and positive interpersonal relations in dealing with others including staff, Board, and community members, so that productivity and positive relations are maximized.
2. Actively and consistently demonstrates the Girl Scouts norms by holding self accountable for results, holding the whole, assuming good intent, taking in ideas without judgment, embracing conflict and disagreement, speaking truth in a constructive way with a goal for mutual resolution, and staying focused on our mission.

Qualifications:

1. Associate’s Degree preferred or equivalent experience
2. Demonstrated passion and enthusiasm for the Girl Scouts Mission as well as for customer advocacy. Strong sense of urgency and results-orientation are required
3. Exceptional written, verbal, listening and interpersonal skills with the ability to be diplomatic, persuasive, and build support and commitment
4. Ability to work a flexible schedule that includes travel, night and weekend hours as needed.
5. Valid driver’s license with access to reliable personal transportation which is properly licensed and insured.
6. Actively and consistently demonstrate the Girl Scouts norms and culture.
7. Ability to maintain active, paid membership in GSUSA annually.
8. Ability to maintain regular and consistent attendance.

Working Conditions/Physical and Safety Requirements:

1. This position will work in normal business office environment conditions
2. Must be able to lift and carry up to 30 lbs
3. Must be able to successfully complete required pre-hire criminal background screening
4. Required to perform tasks while sitting at a desk, using normal hand dexterity on a regular basis. Mobility is required, including standing, moving about, and sitting

Employee Signature

Date

Manager Signature

Date

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.