



GIRL SCOUTS—DAKOTA HORIZONS

Position Title:	Senior Regional Director
Location:	Open
Position Classification:	Full Time/Administrative Exempt
Reports To:	COO
Approved By:	Chief Human Resources and Risk Officer
Direct Reports:	Troop Support, Member Support, Retail Support

Position Summary:

The Senior Regional Director will partner with the COO to provide senior-level leadership, development, growth and execution of mission delivery strategies for multiple offices within an assigned geography. The Senior Regional Director develops partnerships with local and community organizations within assigned geography, building and representing the Girl Scouts brand image to grow council resources. Responsible for supervision of Regional staff, program participation and execution, regional budget and results.

Major Accountabilities-Regional Operations

1. Collaborate, build and strengthen community relationships with organizations (including United Way), donors, and vendors to help secure financial support from a network of fundraising collaborators, including individuals, foundations and corporations.
2. Collaborate with mission delivery leadership and staff to ensure membership growth strategies, volunteer management and program delivery within the Region.
3. Ensure District Retail store(s) are meeting customer needs. Collaborate with VP of Sales to set marketing plans for assigned region. Ensure the efficient and effective operation of retail stores to meet annual sales objectives.
4. Lead assigned region to deliver on the development, alignment and execution of key product and signature programs.
5. Review reports, data, and trending and recommend strategies for improved delivery of growth strategies.
6. Ensure customers and members receive consistent, accurate and timely support and responses.

Major Accountabilities-Leadership

1. Direct, manage and professionally develop staff through effective coaching and performance management
2. Provide clear and consistent accountabilities and leadership to staff that results in maximized productivity, efficiency and results.
3. 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.
4. Transform the organization into a high capacity, high performing region and council.

5. 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

Major Accountabilities- Planning and Business Strategy

1. Partner with COO and Finance to establish annual budgets and tactical plans of work to ensure funds are maximized and used responsibly. Support financial management by ensuring timely reporting from regional staff.
2. Demonstrate adaptability and flexibility by maintaining focus on objectives in response to new information ambiguity, changing conditions or unexpected challenges.

Qualifications:

1. Bachelor's Degree preferred or equivalent experience with increased responsibilities in management capacity.
2. Ability to effectively manage multiple conflicting priorities concurrently.
3. Ability to work a flexible schedule that includes some travel, night and weekend work as needed.
4. Valid driver's license with access to reliable personal transportation which is properly licensed and insured.
5. Ability to work with people of diverse backgrounds in a team environment and support and promote the commitment to diversity and pluralism.
6. Ability to uphold and understand the importance of confidentiality.
7. Knowledgeable in financial budgeting.
8. Project management, team management and customer management skills with demonstrated experience in developing and executing short and long range business plans and strategies
9. Demonstrated ability to successfully lead a large, geographically diverse team.
10. Demonstrated passion and enthusiasm for the Girl Scouts Mission as well as for customer advocacy. Strong sense of urgency and results-orientation are required
11. Understanding of and ability to analyze and interpret statistical data and trending and translate information into actionable strategies
12. Exceptional written, verbal, listening and interpersonal skills with the ability to be diplomatic, persuasive, and build support and commitment
13. Proficiency in Microsoft Office products
14. Ability to actively and consistently demonstrate the Girl Scouts norms and culture.
15. Ability to maintain active, paid membership in GSUSA annually.
16. 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.