



Girl Scouts of the Jersey Shore

Job Title: Recruitment Manager
Department: Mission
Reports To: Director of Recruitment

Council Overview

With offices and camps in Farmingdale, Toms River and Waretown, Girl Scouts of the Jersey Shore serves approximately 11,000 girls and adults in Monmouth and Ocean counties. Girl Scouts is the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

Position Summary:

Working under the leadership of the Director of Recruitment, the Recruitment Manager develops and implements recruitment strategies that are designed to raise awareness and interest in Girl Scouts, resulting in membership leads that can be converted into potential girl and adult members. This position requires extensive day-travel and regular nights in order to meet, present, and network with community organizations, schools, corporations, educators, faith-based institutions, and other community constituents.

Essential Job Duties:

- Arranges and implements meetings and presentations with community organizations, schools, corporations, educators, faith-based institutions, and other community constituents
- Contacts and cultivates relationships with potential leads
- Generates leads and ensures that they are entered into Salesforce as leads
- Networks at school and community events
- Identifies and concentrates on populations/potentials for targeted recruitment
- Coordinates the placement of registered girls into appropriate troops or pathways
- Coordinates the placement of registered adults into appropriate positions, communicating with them throughout the process
- Recruits to fulfill needs outlined in opportunity catalog
- Monitors renewals, including Early Bird registrations and renewals
- Researches and identifies potential leads
- Generates leads at potential outreach sites
- Coordinates lead generation efforts and programs as needed
- Supports council, regional and functional efforts
- Other duties as assigned

Major Accountabilities:

- Lead generation (quantity and quality)
- Successful achievement of membership goals

Skills & Qualifications:

- A bachelor's degree and/or equivalent of five years' or more experience in sales, community organization, marketing and/or training

- Ability to function independently
- Confident, friendly, social, and outgoing
- Ability to work on a team, relate and work well with others
- Self-starter and organized
- Ability to accept guidance, direction and supervision
- Oral and Written Communication abilities (i.e. In person, verbal, written); expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying; prepares organized and structured presentations; has demonstrated ability to work with a wide range of sensitive and confidential issues and communicate information effectively to non-technical people which includes a diverse group of girls, volunteers, and staff
- Experience with recruitment or closing sales
- Able to talk about Girl Scouts and convince potential members to join
- Able to follow-up and follow-through with potential members
- Can handle rejection from uninterested parties
- Familiarity with demographics and trends in coverage area
- Passion for Girl Scout Mission
- Business technology expertise - strong user computer skills in Microsoft Office including Word, Excel, and Outlook; must be able to learn, understand, and apply new technologies with ability to understand the basic data quality principles and practice
- Able to learn, understand, and apply tools in Salesforce
- Adaptability & Flexibility - responds positively to change, embracing and using new practices or values to accomplish goals and solve problems; adapts approach, goals, and methods to achieve solutions and results in dynamic situations; copes well and helps others deal with the ongoing demands of change; sees and shows others the benefits of change; recovers quickly from setbacks, and finds alternative ways to reach goals or targets
- Excellent Interpersonal Skills - establishes rapport with others at all organizational levels; respects others; considers and responds to the needs, feelings, and capabilities of others; establishes and maintains an open dialogue with others
- Problem-Solving - identifies and analyzes existing and potential problems systematically and thoroughly; reports/documents the problem; obtains and evaluates relevant information and contributing factors; identifies important interrelationships; implements solutions after evaluating alternatives and anticipating their impact; supports decisions or recommendations with data and/or reasoning; defines and implements solutions to problems
- Able to work primarily on-the-road, with minimal time in-office
- Commitment to GSJS Operational Core Values
- Have access to reliable transportation with insurance at required state level
- Ability to lift, carry and transport at least 35 pounds.
- Be a registered member of the Girl Scouts of the Jersey Shore
- An ability to work nights and weekends as needed

Compensation:

- Full Time Exempt Management Level Position; competitive salary; benefit package included
- Please submit resume and cover letter to Brittney Jara, Human Resources Consultant at bjara@gsfun.org.
- Responses are due by: September 15, 2021.