

Job Title:	Recruitment Manager	Department:	Mission
Reports to:	Director of Recruitment	Supervises:	N/A
FLSA Status:	Exempt	FT/PT:	Full-time

Company 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 Functions

- 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, and communicating with them throughout the process.
- Recruits to fulfill needs outlined in opportunity catalogue.
- 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.
- Perform other duties as assigned.

Major Accountabilities:

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

Skills & Qualifications

- Bachelor's degree and/or equivalent of 5+ years of experience in Sales, Community Organization, and/or Marketing.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced environment.
- Proficient with Microsoft Office Suite or related software.
- Able to learn, understand, and apply tools in Salesforce.
- Thorough understanding of Company's products and/or services
- Ability to be flexible and open to change.

- Ability to accept criticism and work well under pressure.
- Experience identifying problems and implementing innovative solutions.
- Be or become a registered member of the Girls Scouts of the Jersey Shore.
- An ability to work nights and weekends as needed.

Physical Requirements

- Ability to lift, carry, and transport up to 35 pounds.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to travel with Monmouth and Ocean counties.

Equal Opportunity Employment

Girl Scouts of the Jersey Shore is an equal opportunity employer. Qualified applicants receive equal consideration for positions without regard to race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy and harassment), marital status, domestic partnership or civil union status, sexual orientation, gender identity or expression, atypical hereditary or blood trait, genetic information, veteran or military status, mental or physical disability, or any other consideration made unlawful by applicable federal, state, or local laws.

To Apply

Interested candidates should send a cover letter and resume to Human Resources at: bjara@gsfun.org, Subject: "Recruitment Manager." Responses are due by **April 17, 2022**. No faxes or phone calls, please. Only those candidates selected for an interview will be contacted.

Girl Scouts of the Jersey Shore

800.785.2090 • GSFun.org

Monmouth Service Center

242 Adelphia Road

Farmingdale, NJ 07727

Ocean Service Center

1405 Old Freehold Road

Toms River, NJ 08753

