



<b>Job Title:</b>	Vice President of Membership and DEI Strategy	<b>Department:</b>	Mission
<b>Reports to:</b>	Chief Operating Officer	<b>Supervises:</b>	Recruitment and Membership teams
<b>FLSA Status:</b>	Exempt	<b>FT/PT:</b>	Full-time

### Company Overview

Girl Scouts of the Jersey Shore is committed to building girls of courage, confidence and character who make the world a better place! We serve more than 10,500 girls from Monmouth and Ocean counties with the resources to become tomorrow's leaders. All of this is possible thanks to the dedication of our 3,800 adult members, more than 40 full-time staff, 20+ board members and countless supporters, all believing in our mission.

### Position Summary

Working under the direction of the chief operating officer, the vice president of membership and DEI strategy is responsible for developing, implementing, and assessing comprehensive year-round membership plans to substantially grow girl membership and volunteer engagement, as well as elevating and empowering the diversity, equity, and inclusion ("DEI") work of the organization. This position serves as a member of the leadership team charged with managing day-to-day responsibilities of co-developing and administering the Council's strategic plan. Oversee and lead the recruitment and membership support teams and volunteer support team. Working collaboratively with other members of the leadership team, contribute to the council's strategic vision and planning. In partnership with the COO and CEO, this position will be responsible for fostering a climate and culture at GSJS that supports growth and development, access, and opportunity for both staff as well as every Girl Scout that comes through the Girl Scouts program. Ultimately, this role will spearhead a period of transformation that advances inclusion and equity at Girl Scouts of the Jersey Shore.

### Essential Job Functions

- Co-develops and implements annual comprehensive membership growth plan in all areas, including membership, volunteer support, placement, and training to ensure membership growth and retention. Ensure that Girl Scouting is available and accessible to all segments of the population
- Responsible for overall council membership
- In partnership with the COO, responsible for building the council's strategic plan and managing day to day activities of council's strategic plan
- Refine and expand current DEI efforts to improve the internal and external culture of GSJS
- Analyzes market data on demographics, membership trends, and other available information to lead the charge in design or revise membership strategies and to determine girl and adult membership needs
- Ensures that delivery systems reflect the identified needs and interests of girls and adult volunteers; researches the needs of girls and communities within the region to assure that the Girl Scout program reflects identified needs and philosophy of Girl Scouting
- Develop a shared language and tools to promote engagement and shared understanding of DEI issues
- Provides direction and supervision to employed staff in the development and implementation of work plans and budgets; supervises Director of Community Engagement, Director of Program, and Director of Recruitment in the recruitment, retention, and delivery of services to members
- Ensures that volunteer resources and support reflect the identified needs of adult volunteers
- Works directly with the Chief Operating Officer to ensure consistent interpretation and promotion of the Girl Scout Leadership Experience
- Contributes to the council's planning process; specifically, in the development and administration of annual plans of work, budgets, individual performance appraisals, and annual organizational review
- Work in a partnership with other operational and organizational functions to support organizational mission, goals, and strategic priorities

- Work collaboratively with key members of management to ensure implementation of the council's membership strategy and integrated mission delivery, with special focus on the council's market driven membership plan
- Serves as a face of Girl Scouting by establishing and maintaining contacts within community organizations and educational institutions to market Girl Scouting, and build collaborative programs and/or financial contributions
- Active participation in development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude
- Perform other duties as assigned.

### **Skills & Qualifications**

- Bachelor's degree or 8+ years' equivalent experience.
- Demonstrated ability to foster cross-functional collaboration, inclusion, and integration for Council success.
- Proven record of managing others through strategic execution and goal achievement.
- Previous membership engagement experience strongly desired.
- Ability to leverage critical thinking skills to make impactful business decisions.
- Demonstrated inclusive leadership style.
- Strong planning, organization, and financial skills.
- Ability to provide seamless integration and coordination of effort among departments, programs, and services.
- Commitment to diversity and ability to interact with diverse populations.
- Ability to articulate organization mission and its importance with passion and conviction, and in a manner that resonates with the listener.
- Ability to function independently and collaboratively.
- Experience with events & youth organizations is preferred but not required.
- 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.
- 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.
- Frequent sitting, standing, walking, bending, and twisting upper body.
- Frequent periods of sitting at a desk and working on a computer.
- Continuous indoor and outdoor activities and exposure to weather, florescent and sun light.
- Must be able to travel with Monmouth and Ocean counties.

### **Equal Opportunity Employment**

**Girl Scouts of the Jersey Shore**

800.785.2090 • [GSFun.org](http://GSFun.org)

Monmouth Service Center

242 Adelphia Road

Farmingdale, NJ 07727

Ocean Service Center

1405 Old Freehold Road

Toms River, NJ 08753



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, resume, and portfolio by November 28, 2022 to Human Resources at: [bjara@gsfun.org](mailto:bjara@gsfun.org), Subject: "VP of Membership and DEI Strategy." No faxes or phone calls, please. Only those candidates selected for an interview will be contacted.

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