

## **GIRL SCOUTS OF MICHIGAN SHORE TO SHORE POSITION POSTING**

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**Title: Manager of Community Cultivation**

**Reports to: Director of Membership and Community Cultivation**

**Classification/FLSA Status: Regular Full-time/Exempt**

**LOCATIONS: Traverse City Service Center**

**GRADE: 8**

**Position Summary:** The Manager of Community Cultivation targets new areas for community cultivation, establish Girl Scout partnerships in the assigned geographic area and develop relationships and opportunities among institutions and individuals to identify and cultivate potential volunteers. She/he conducts public awareness and informational activities related to Girl Scout awareness, volunteer and girl recruitment. She/he conducts Girl Scout programs in underserved areas in cooperation with community partners and operational volunteers.

The primary function of the Manager of Community Cultivation is to develop and implement plans for community involvement and collaborative program implementation across all pathways. She/he works closely with and supports the fund development department to identify Girl Scout Alumnae, potential funding sources, and sponsorships.

Essential Duties and Responsibilities:

1. Serve as Team Lead for assigned areas.
2. Collaborate with Membership, Volunteerism and Program and Fund Development departments to implement community cultivation strategies that result in successful recruitment of Girl Scout alumnae, new girl and adult members and financial support for Girl Scout operations.
3. Ensure Community Profiles are complete, accurate and updated on an on-going basis for assigned areas.
4. Support grant implementation.
5. Develop community based Girl Scout programs through civic and social organizations and community based organizations.
6. In cooperation with Pathway Managers deliver Girl Scout program during the school-day, in community housing areas and in other community collaborations.
7. Cultivate local business and community organizations to identify fundraising opportunities, research community resources and needs and implement local service projects.
8. Support the product sales programs.
9. Develop strategies and plans into results and consistently deliver aggressive performance goals with regard to expand girl and adult membership.
10. Train and assist with overseeing an efficient and knowledgeable staff through coaching, training, and personal leadership.
11. Ensure the absolute security and confidentiality of all council records.
12. Provide and ensure professional, superior customer service is provided to all internal and external customers, members, volunteers, staff and other community contacts.
13. Collaborate across all areas of membership, volunteerism and pathways to create and implement local plans for volunteers, staff and other community contacts.

14. Participate in the management of the council by developing a comprehensive understanding of council operations, participating in all appropriate meetings and through effective, comprehensive, consistent communication with council staff and supervisor to achieve membership and marketing goals.
15. Interpret and promote the importance and relevance of Girl Scouting to community groups, civic organizations, schools and other potential Girl Scout partners.
16. Represent the council at local events, fairs and festivals.
17. Support council strategies for adult generated income, including, but not limited to, Family Champion Campaign, special events and troop sponsorship.
18. Serve as the staff liaison for Service Unit meetings.
19. Other related duties are assigned.

Requirements:

1. Adherence to Girl Scouts of Michigan Shore to Shore policies and procedures
2. Registration as a member of Girl Scouts of the USA
3. Willingness to work a flexible schedule including evenings and weekends
4. Willingness to travel as job requires
5. Capability to provide own transportation and must maintain valid operator license
6. Willingness to authorize a background screening with cost being absorbed by the council

Qualifications:

1. Bachelor's degree and 2-4 years progressive responsibility or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job
2. Highly developed people and project management skills, with demonstrated ability to build relationships
3. Outstanding interpersonal and communication skills
4. High computer proficiency and skilled in use of MS office Suite; strong spreadsheet and report writing skills
5. Excellent judgment, with the ability to work independently and manage multiple projects and deadlines
6. Strong management skills, including planning, problem analysis and resolution, organization of multiple priorities and staff supervision
7. Demonstrated time management skills by effectively and efficiently organizing, prioritizing and completing multiple assignments in a timely manner and meeting deadlines
8. Commitment to Girl Scout values including an unequivocal commitment to pluralism
9. Preference may be given to candidates with knowledge and experience in Girl Scout program and operations
10. Bilingual preferred (Spanish/English)

**To apply for this position, submit a cover letter and resume or an Application for Employment to Girl Scouts of Michigan Shore to Shore, Attn: Human Resources, via E-mail [hr@gsmists.org](mailto:hr@gsmists.org), fax (616) 784-8187, or mail 3275 Walker Avenue NW, Grand Rapids, MI 49544**

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