

Girl Scouts of Greater Los Angeles  
Job Description

**Job Title:** Manager of Recruitment

**Department:** Member Services

**Reports To:** Sr. Manager, Recruiting

**Location:** Marina Del Rey

**Exemption:** Exempt

---

**Job Summary:** The Member Services Recruitment Manager is responsible for developing, implementing, and assessing comprehensive year round recruitment plans for girl membership growth by leading and guiding the recruitment team. The incumbent develops and implements strategic communication strategies and plans to promote recruitment in one of three council regional areas; North, Southwest or, Southeast Region. She/he provides strategic oversight, champions efforts related to council strategic priorities, and is accountable for ensuring that these strategies and plans are consistent with the philosophy of Girl Scouting, relying on the strength of voluntary leadership by adults. The Member Services Recruitment Manager fosters and enhances strong relationships with adult volunteers, corporate and community partners.

---

**Essential Duties & Responsibilities**

- Provides strategic leadership in the recruitment of girls and adults through development and implementation of community cultivation strategies to elevate and enhance visibility and financial support of the Girl Scout mission and program.
- Responsible for overseeing the development, implementation, and assessment of comprehensive recruitment plans for girl membership growth and for leading the recruitment team.
- Provides strategic oversight and champions efforts related to council strategic recruitment goals.
- Provides leadership to the development of resources to support the council's recruitment strategy.
- Ensures that recruitment strategies and plans are consistent with the philosophy and mission of Girl Scouting and the council's overarching strategy.
- Takes a leadership role in building strong relationships with adult volunteers and corporate and community partners.
- Works in partnership with other operational and organizational functions to support organizational mission, goals and strategic priorities. Aligns objectives and plans with other council initiatives and projects and represents the recruitment function on the management team.
- Develops and manages departmental budgets and corresponding resource allocations.

## Skills, Experience & Education

- Bachelor's degree (or equivalent experience) required.
- Excellent oral, written and listening skills; articulates ideas and facts in a clear manner appropriate for the individual or group; active listener.
- Composes, edits and develops structured presentations
- Demonstrated ability to work with a wide range of sensitive and confidential issues and communicate effectively with a diverse population.
- **Leadership** - models high levels of motivation, performance, dedication, and commitment; creates, implements, and/or supports council initiatives, policies, and the corporate plan; engages, inspires, encourages, guides, and/or gains others' support toward accomplishing individual, team, council, and GSUSA goals; adapts leadership style to a variety of situations.
- **Management** - delivers results by maximizing organizational effectiveness and sustainability; ensures people have the support and tools they need and that the assigned workforce has the capacity and diversity to meet current and longer-term organizational objectives; aligns people, work, and systems with the business strategy to harmonize how they work and what they do; conscientiously assigns performance goals, offers year-round performance feedback, and conducts timely performance discussions and reviews.
- **Development** - Works with and coaches others to develop their capabilities; provides helpful feedback to others; delegates, shares information, advice, and suggestions to help others to be more successful.
- **Customer Responsiveness** - Seeks and acknowledges the views and ideas from customer (internal and external); identifies, prioritizes, and balances customer issues; takes time to answer questions and explain decisions; follows through on commitments to customers in a timely manner; maintains a commitment to continuous improvement.
- **Project Management** - Formulates short- and long-term project goals, objectives, schedules, and priorities in line with council goals; anticipates issues, obstacles, or opportunities that may impact plans or actions; ability to coordinate multiple projects while managing conflicting priorities and deadlines.
- **Judgment and Decision-Making** – Ability to evaluate situations and make timely decisions where appropriate or refers decisions to the appropriate organizational level..
- **Sales Ambition and Drive** – understands the sales process and management of leads. Sets ambitious goals and energetically and confidently drives to achieve those goals. Recognizes opportunities to “close” and has demonstrated ability to ask for the business/customer transaction.
- **Marketing Knowledge** – has demonstrated knowledge of the basic principles of marketing (for example, market identification and segmentation, interpretation and use of market data). Demonstrates comfort in presenting the value behind solutions in a way that resonates with what is most important to the potential members/customers of the organization.
- **Team-Building** - knows team-building techniques and processes; collaborates with others to create optimal solutions; fosters a commitment to a team approach to work; promotes partnerships between work units; collaboratively defines boundaries and outcomes of work responsibilities; shares information with others; recognizes and rewards team accomplishments; shares decision-making responsibility with team members.
- **Budget Administration** - understands and applies budgeting principles to accurately prepare, integrate, and report on project and/or operational budgets.

### **Additional Organizational Requirements**

- Subscribe to the principles of the Girl Scout Movement.
- All employees of the Girl Scouts of Greater Los Angeles must possess a positive attitude with strong work ethic, integrity and honesty and are expected to be flexible, adaptable and thrive in an ever changing/fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the work place. Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls. Practice pluralism and be inclusive with the services provided.
- Must successfully complete a criminal background check
- Valid California driver's license, access to reliable transportation, and proof of insurance.