



Job Title:	Senior Manager of Product Sales
Department:	Product Sales
Reports To:	Director of Registration, Product and Retail Sales
Location:	TBD
Exemption:	Exempt

Position Summary

The Senior Manager of Product Sales (SMPS) is responsible for:

- ✓ Leading and managing the two annual product programs at the council level to meet or exceed sales goals
 - ✓ Supervision of the Product Sales Managers (PSMs)
 - ✓ Working with the Director of Registration, Product and Retail Sales to capitalize on specific strategies and customer service initiatives designed for improved volunteer experience and sales growth.
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Essential Duties and Responsibilities

- Works to develop and implement the strategic vision for Product Sales within the broader scope of Mission Delivery.
- Supervise and manage the regional Product Sales Managers, including annual reviews, hiring and counseling decisions.
- Participate in the planning and implementation of product sales programs.
- Resolve issues and conflicts regarding product sales.
- Meet or exceed regional and council-wide product sales goals.
- Meet or exceed internal deadlines for completing projects needed to deliver to volunteers in support of Product Sales.
- Work closely with Mission Delivery staff for the enhancement of Product Sales Programs. Sponsors reciprocity to council staff by supporting other department's initiatives.
- Cultivate and develop relationships with volunteers to create partnerships that enhance and support the Product Sales Programs.
- Attend periodic Service Unit meetings to represent and advocate the Product Sales Programs.
- Attend staff meetings as needed to provide strong managerial oversight for Product Sales.
- Provide courteous, consistent, professional and knowledgeable customer service.
- Represent the Director in the absence of the Director for vacation or other competing scheduling issues.
- Other duties as assigned.

Competencies and areas of expertise

- Demonstrated history of working with a minimum of direction and with initiative.
- Ability to work independently and as part of a large team.
- Excellent interpersonal and conflict resolution skills.
- Demonstrated excellent written and verbal skills to be compelling, empathetic, and persuasive.
- Experience interpreting data and financial reports and using analysis for decision-making.
- Demonstrated proficiency of database software, internet, spreadsheet & word processing software.
- Good organizational and problem-solving skills.
- Ability to motivate, inspire, and delegate to others as well as handle multiple tasks.
- Perform tasks willingly and accept the diverse responsibilities of the job.

Additional Organizational Requirements.

- Subscribe to the principles of the Girl Scout Movement.
- Possess a positive attitude with strong work ethic, integrity and honesty.
- Maintain strict confidentiality of information.
- Must be flexible, adaptable and willing to 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.
- Able to pass a criminal background check.
- Current driver's license, auto insurance and ability to travel locally. Must drive.

Education

- Bachelor's degree in Business Administration, Accounting, or Marketing highly preferred.

Physical Requirements

The incumbent is in a non-confined office-type setting in which he or she is free to move about at will.

The environment for this position is mostly clean and comfortable but may include some minor annoyances such as noise, odors, drafts, etc. In the course of performing this work, the incumbent:

- Will spend time sitting, utilizing the computer.
- Will spend time standing/walking throughout the facilities.
- Must travel via personal vehicle or public transport to various facilities throughout the region.
- Able to work evenings and weekends as needed.
- May lift up to 15 lbs. periodically, and repeatedly during the Cookie Cupboard season. If more, the incumbent must request assistance.
- The incumbent must be able to perform this job safely, without endangering the health or safety of him/herself or others.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply please send resume to careers@girlscoutsla.org

with "Senior Manager of Product Sales" in the subject line.

Sorry, no calls or walk-ins please