



Position Title: Membership Recruiter – Outside Sales
Reports to: Membership Recruitment Manager – Outside Sales

Girl Scouts Vision & Mission

Girl Scouts is a non-partisan, inclusive organization. We are 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

Develop and implement recruitment strategies designed to raise awareness and generate interest in Girl Scouts, resulting in potential membership leads. This position requires extensive day-travel and regular nights and weekends in order to meet, present, and network with community organizations, schools, corporations, educators, faith-based institutions, and other community constituents.

Essential Duties & Responsibilities

- Ability to manage daily tasks and responsibilities with little ~~day-to-day~~ managerial oversight
- Poses excellent independent decision-making skills and strong resourcefulness
- Schedule and facilitate meetings and presentations with community organizations, schools, corporations, educators, faith-based institutions, and other community constituents
- Network at school and community events to promote council, community and troop activities
- Strategize, identify and focus on population and/or potential for targeted recruitment
- Strategically recruit to fulfill needs discussed in VISOR meetings and outlined in the opportunity catalog
- Cultivate relationships into potential leads
- Generate leads and ensure ~~that~~ they are entered accurately and successfully into Salesforce ~~as leads~~
- Research and identify potential leads
- Coordinate lead generation efforts in not only Fall Recruitment but in the teams year long recruitment efforts
- Support council, regional and functional efforts and events

Major Accountabilities

- Ability to learn, comprehend, and apply tools in Salesforce through team and one on one trainings to ensure leads, activities, tasks, and cases are accurately and successfully entered into the system
- Superior oral communication/ presentation skills

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- Salesforce Lead generation (quantity and quality)
- Ability to work towards an individual outcome with a clear understanding of the ultimate outcome being to meet and/or exceed Team and Council Goals
- Incumbent will not receive daily assignments from manager and will be required to work proactively towards daily, weekly and monthly Cookbook goals.

Skills & Qualifications

- Ability to participate in strategic discussions to assist in successful recruitment efforts
- Bilingual – English and Spanish speaking
- Confident, friendly, social, and outgoing
- Ability to speak to small and large groups
- Sales or recruitment experience and sales ambition
- Can handle rejection from uninterested parties
- Familiarity with coverage area
- Technical computer skills in Microsoft Office including Word, Excel, Outlook, Salesforce and social networking
- Able to work primarily on-the-road, with minimal time in-office while successfully meeting regional and departmental responsibilities and deadlines
- Familiarity with demographics and trends in coverage area
- Passion for GS Mission
- Commitment to GSKH Operational Core Values

Hours/Travel

- 90-95% travel – requires reliable access to vehicle
- Travel within and outside Regional and Membership Territories at the direction of the Council, Manager and/or Director to achieve team and council recruitment goals
- Expectation of working evenings and weekends (i.e., two nights per week and two weekends per month on average)

Credentials, Licenses or Designations

Valid Kansas driver's license, access to reliable transportation, and proof of insurance (if incumbent is expected to travel to multiple council locations or off site events).

Competencies

- Interpersonal Relations - Establishes rapport with others at all organizational levels; respects others; considers and responds to the needs, feelings, and capabilities of others; establishes and maintains an open dialogue with others; has demonstrated ability to market the Girl Scout value proposition through a variety of communication venues including in person, over the phone and online.
- Oral and Written Communication abilities (i.e. In person, verbal, written) - Expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying; prepares organized and structured presentations; has

demonstrated ability to work with a wide range of sensitive and confidential issues and communicate information effectively to non-technical people which includes a diverse group of girls, volunteers, and staff.

- Problem-Solving - Identifies, analyzes and communicates existing and potential problems systematically and thoroughly; obtains and evaluates relevant information and contributing factors; identifies important interrelationships; defines and/or implements solutions after evaluating alternatives and anticipating their impact; supports decisions or recommendations with data and/or reasoning; The ability to think outside the box, anticipate outcomes and make course corrections as appropriate.
- Project Management – demonstrates ability to coordinate multiple projects while managing conflicting priorities and deadlines; 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; establishes courses of action for accomplishing goals while attending to and incorporating information obtained during day-today administrative tasks.
- Customer Responsiveness - seeks and acknowledges views and ideas from customers; identifies, prioritizes, and addresses 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.
- Highly organized, self managing, independent thinker possessing strong attention to detail.

Additional Organizational Requirements

- Subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA.
- All employees of the Girl Scouts of Kansas Heartland 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.
- Incumbents will be expected to proactively contribute to the success of their work team by sharing relevant information, encouraging open dialogue, respecting other team members, supporting collaboration, encouraging ongoing self-assessment and supporting new ideas and ways for achieving established council goals and objectives.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient eye-to-hand coordination to successfully operate a computer keyboard.
- Ability to sit for extended periods of time.
- Sufficient visual acuity to make appropriate judgments with regard to Girl Scout materials.
- Ability to travel to and/or attend offsite meetings.
- Physical ability to frequently stop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 25 pounds at shoulder height, and occasionally lift in excess of 25 pounds.
- Demonstrated normal depth perception.

- See and read printed materials, with or without visual aids; distinguish colors; read and understand rules and policies, labels and instructions.
- Verbal communication including the ability to speak and hear at normal room levels.
- Other demands, as determined by the council.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to complete other duties as assigned.