



## **Girl Scouts of Northern New Jersey Chief Operating Officer Ideal Candidate Profile**

Girl Scouts of Northern New Jersey (GSNNJ), one of the strongest Girl Scout councils and youth-serving organizations in the nation, is recruiting the ideal candidate to serve as its next Chief Operating Officer (COO).

### **Building Girls of Courage, Confidence and Character**

Girl Scouts is the preeminent leadership development organization for girls. With programs from coast to coast and across the globe, Girl Scouts offers every girl a chance to practice a lifetime of leadership, adventure, and success. They, in turn, make the world a better place.



Girl Scouts of Northern New Jersey (GSNNJ) is an independent 501(c)(3) nonprofit organization, chartered by Girl Scouts of the USA to deliver Girl Scouting in northern New Jersey. It is the largest of the four councils in New Jersey, serving 160 communities in Bergen, Morris, Passaic, Sussex, and the northern part of Warren Counties. GSNNJ brings the Girl Scout Leadership Experience to more than 26,000 girls and 14,000 adult members. Nearly 75 percent of the council's girl membership are in Kindergarten through fifth grade, and 15 percent of the council's member girls receive financial assistance to participate. In 2019, GSNNJ's six-week L.E.A.D. (Learn, Explore, Aspire, Dream) provided the Girl Scout Leadership Experience for 3,100 girls in resource-limited communities, and the Celebrate Girls Paterson Summer Program provided eight weeks of programming to 100 girls in Kindergarten through grade 8.



GSNNJ is a workplace dedicated to helping today's girls become tomorrow's leaders. With a budget of \$8.9 million and assets of \$17 million, GSNNJ is well positioned to achieve its strategic priorities to grow membership in grades K-5, with emphasis on underrepresented populations; to strengthen volunteer support; and to continue to serve middle and high school girls with targeted program activities.

## The Role of the Chief Operating Officer

GSNNJ seeks a dynamic, business savvy, and visionary thinking Chief Operating Officer (COO) to manage the internal operational functions of the Membership, Program, and Volunteer Support departments integral to serving the needs of its girl and volunteer members. The organization's Chief Program Officer, Director of Membership Recruitment, Director of Troop Support and Customer Care, and Director of Business Integration report to the COO.



The primary responsibilities and accountabilities of the COO include:

- Working in partnership with the CEO and senior leadership team to shape and implement the council's business strategic planning process and initiatives, and accomplish the priorities established by the board.
- Supervising assigned departments to ensure council goals/objectives are being achieved and that resources are leveraged and deployed in the most effective way to accomplish these goals.
- Ensuring that assigned functions are carried out in compliance with local, state and federal regulations and laws.
- Ensuring the inter-departmental coordination of the council staff through the integration team and the GSNNJ playbook/calendar of events/plan of work.
- Creating the structure and processes necessary to manage the council's activities.
- Building a staff team to ensure that the needs of the volunteers and girls are met with a customer service focus.
- Directing the implementation of the plan of work/playbook as well as working in partnership with the CEO to develop the plan.
- Providing support for board committees and task forces as assigned.
- Working with the Chief Financial Officer to develop the Council's annual budget.
- Representing the CEO, as needed, to internal and external audiences.
- Helping to foster and implement the council's policy to strive for a volunteer, employee, and program participant population reflective of the area's religious, racial, ethnic, social, and economic diversity.
- Working with GSUSA staff and staff from various councils across the country on collaborative projects.
- Performing other duties as required, including key accountabilities.

## Education, Skills, Experience Requirements

- Bachelor's degree required; master's degree preferred.
- Minimum of five years supervisory experience plus three years executive/senior level management experience.
- Belief in the mission of Girl Scouting.
- Strong team building and communication skills.
- High level of emotional intelligence.

- Creative and visionary thinker.
- Five years program development, implementation, and evaluation experience.
- Experience in a membership organization with volunteers preferred.
- Experience working with and supporting a Board of Directors.
- Ability to manage multiple projects concurrently and to work in fluid and dynamic environments.
- Understanding and commitment to organizational diversity.
- Optimism and enthusiasm and a healthy dose of a sense of humor
- Experience with technology and social media, including LinkedIn, Facebook, Zoom, Google meetings and Microsoft Office Suite
- Ability to work a flexible schedule including some evenings and weekends.
- Ability to travel to professional development conferences and workshops.

### Compensation Package

GSNNJ provides a comprehensive and competitive salary and benefits package that includes medical, dental, holiday pay, paid time off, 401(k), basic life, AD&D, short- and long-term disability, LegalShield and IDShield, Aflac, and pet insurance.



This position also offers the opportunity to work with a dedicated team of professionals who are passionate about inspiring, motivating, and preparing girls to become capable leaders.

### Contact Information for Interested Candidates

We request that all interested candidates for this position to please send a cover letter and resume to Michele Hickey, Executive Vice President, at [michele@dennismiller.com](mailto:michele@dennismiller.com). If you would like to discuss this opportunity further or have any questions, please contact either Joe Duffy, Senior Vice President at [joe@dennismiller.com](mailto:joe@dennismiller.com) or by phone at 973-296-2499 or Dennis C. Miller, President at [dennis@dennismiller.com](mailto:dennis@dennismiller.com) or by phone at 201-956-1810.

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