



Are you a G.I.R.L.?



Then the **Girl Scout Council of Tropical Florida wants YOU!**

We are looking for the right person (we are an equal opportunity employer and believe ANYONE can be a G.I.R.L. if you fit the qualifications) to champion the Girl Scout Movement across Miami-Dade and the Keys by leading our product and retail sales area and unlocking the power of the Girl Scout cookie program!

A **Go-Getter** who will inspire others to take the cookie program to the next level.

An **Innovator** who will seek out opportunities for girls and adult volunteers to build entrepreneurial skills.

A **Risk Taker** who isn't afraid to hear "no," instead uses every "no" as inspiration to reach higher.

A **Leader** who will guide girls and adult volunteers to find their own inner G.I.R.L.

Sound like you? Then we want to hear from you! Tell us why you think you are the G.I.R.L. for us to communications@girlscoutsfl.org. (Please no phone calls)

Boring but exciting stuff:

Director of Product and Retail Sales

Position Summary

Director of Product and Retail Sales is responsible for the annual planning and implementation of Girl Scouts of Tropical Florida's product sales and retail shop to successfully contribute to the council's goals, initiatives, and revenue; and to provide a positive program experience for girls, volunteers, and community supporters. She/he ensures the plan is consistent with Girl Scouts of the USA guidelines. She/he manages and directs all phases of the product sale implementation including developing an integrated execution plan, budgeting and goals, mapping out and coordinating logistical support, staff and volunteer management, ensuring adherence to safety and risk management guidelines, vendor relationships, maintaining materials and inventory, development of program and training materials, delivery of presentations and trainings, and recognitions. She/he determines ways to streamline and improve the sales process and works cross-departmental. She/he supports girl and adult membership goals. She/he reports to the CEO with considerable demand for independent judgment.

Essential Job Duties

- Develops and implements a comprehensive plan for the council's product sales programs to include systems and procedures, budgeting, program materials and resources, marketing and

communications, volunteer management, product vendors and delivery agents, training, inventory management, evaluation, and recognition.

- Assists with the tactical phases of the corporate planning process in developing integrated operating objectives, actions steps, and related budgets; manages and controls department budgets and plan of work.
- Manages the effective development and retention of high performing staff and volunteers. Ensures the skills and competencies of staff and volunteers are deployed appropriately to achieve successful results.
- Recruits, trains, and directs the work of operational volunteers to carry out the products sales program including the utilization of related products sales software systems.
- Develops program materials and resources and works collaboratively with colleagues to communicate program messaging.
- Develops training materials and conducts trainings to educate and highlight the Girl Scout Leadership Experience and outcomes of the product sales programs, and promotes a high level of girl participation.
- Directs all logistics of the programs to manage and monitor the products sales programs, optimizing results through analysis, research, volunteer feedback, and evaluations.
- Provides reporting of sales, benchmarks, projections, etc.
- Implements financial literacy and other innovative program activities related to the product sales program that highlights the Girl Scout Leadership Experience and outcomes.
- Manages relationships with product vendors and delivery agents to ensure proper handling of inventory, tracking inventory, and a positive volunteer experience.
- Manages business partnerships to ensure sale opportunities for participants.
- Oversees the collection of all products sales funds and ensures that delinquent accounts are identified for the collection agency.
- Utilizes the council's customer relationship management software and the vendor software systems including preparing systems for each sale, monitoring systems during sales, and ensuring data is properly documented and retained.
- Oversees retail shop, works with shop coordinator on inventory, merchandising opportunities, seasonal offerings, and overall shop operations and plans.
- Ensures Girl Scouting is open to all girls and adults by delivering the Girl Scout message of pluralism and diversity to all.
- Supports the strategic priorities of the council.
- Performs other duties as assigned by supervisor.

Major Accountabilities

- Achieve Fall Product and Cookie Program goals
- Achieve retail shop goals

Hours/Travel

- Full-time, exempt position (35-hour work week)
- Weekends and evenings as needed, particularly during peak season
- Local travel—requires access to reliable and insured vehicle and clean driver license

Skills & Qualifications

- Belief in the mission, principles, values, and standards of the Girl Scout Movement
- Willingness to take appropriate training and be a member of GSUSA
- Bachelor's Degree, or equivalent training and experience

- Prior five-year minimum position related experience or any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position required
- Demonstrate competencies in sales, marketing and communication, public speaking and presentations, exceptional customer service, volunteer management, collaborative project management, and interpersonal skills
- Ability to perform accurate data entry and utilize data management software (Salesforce desirable); proficient computer operation skills and Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint
- Demonstrate superior written/verbal communication skills, and high-level proficiency in general office and recordkeeping skills; human relations skills; unequivocal commitment to inclusion and ability to work with persons of all racial, ethnic, social, and economic backgrounds; recognition of confidential matters and the ability to handle appropriately and with discretion
- Highly organized and able to plan and implement multi-faceted work load with minimal supervision, self-directed, and a team player that will contribute to a positive organizational leadership culture
- Ability to successfully complete tasks requiring both analytical and critical thinking skills
- Familiarity with demographics and trends in coverage area
- Ability to creatively solve problems, identify solutions, and successfully resolve conflict in a professional manner
- Ability to work for extended periods of time at a keyboard/phone/workstation and perform tasks in a busy office environment where noise level is moderate
- Requires physical strength and agility to safely perform all essential functions, including the ability to lift, carry, push, or pull (minimum 20/25 pounds) job-related equipment without assistance
- Ability to work a flexible schedule to include some evenings and weekends
- Daily access to transportation is required; documentation of automobile insurance and ability to transport self and supplies to position related activities is required
- Bilingual in Spanish or ability to verbally communicate in Spanish desirable
- The physical demands and work environment 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.

Compensation: Salaried full-time exempt position, employer subsidized health, life and disability insurance, 25 days paid time off yearly

This document does not constitute a contract and is subject to revisions at the council's discretion.

Equal Opportunity Employer/Drug Free Workplace