

Greater Los Angeles Area Council



POSITION DESCRIPTION

<u>POSITION TITLE:</u>	District Executive
<u>REPORTING TO:</u>	Field Director
<u>LOCATION:</u>	Downtown Los Angeles
<u>WEBSITE:</u>	www.GreaterLASCouting.org

OVERVIEW

The Greater Los Angeles Area Council, Scouting America, empowers young people to live confident, capable, complete, and compassionate lives through dynamic leadership opportunities and fun outdoor adventures. As one of the premier urban councils, we serve a substantial portion of Los Angeles County in Southern California.

POSITION OVERVIEW

Supports the overall health of membership growth, volunteer recruitment, program administration, and fund development. Works with the Field Director, District Director, District Committee, Volunteer Leadership, and local Community/Business leaders to ensure needed resources are available to promote and grow Scouting.

SCOPE AND RESPONSIBILITIES:

- Work to manage the administrative details of a service area.
- Ability to recruit families into the Scouting program
- Work with senior leadership in school Districts, community organizations, churches, and business leaders
- Assist units with recruitment and renewal campaigns throughout the year.
- Follow up with Unit Commissioners to ensure all Membership/Renewal materials are received promptly.
- Secure adequate financial support for programs in assigned areas.
- Work with flexible hours, nights, and weekends
- Ensure that all program sites are served through volunteers, regular leader meetings, training events, and activities
- Encourage and support unit participation in District/Council events and activities.
- Participate as a full member of the Council team, attending full staff meetings, professional development activities, and other staff meetings as appropriate.

Greater Los Angeles Area Council



- Works with Management and Development Team to cultivate relationships with donors, prospects, key volunteers, and all internal partners.
- Develop a clear understanding of the Council's mission, needs, strengths, and philanthropic opportunities. Represent the Council with pride, excellence, and a keen sense of community in all endeavors.
- Perform other duties as assigned.

EXPERIENCE / SKILLS REQUIRED:

- Must be 21 or older unless prohibited by any applicable law.
- Bachelor's degree from an accredited college or university
- Must be a collaborator and an initiative-taker, with the ability to build relationships and communicate effectively with others.
- Must be comfortable with public speaking and interacting with diverse audiences.
- Ability to inspire and lead volunteers/parents/coworkers.
- Ability to manage online databases.
- Ability to make cold calls and is sales driven
- Bilingual is a plus
- Have any sales training
- Self-motivated and team player
- Ability to maintain confidentiality when managing and communicating sensitive information.
- Demonstrated ability to take initiative, work independently, and be meticulous.
- Excellent written and verbal communication and critical thinking skills are required.
- Experience in Scouting or other youth organizations is helpful.
- Ability to work Nights, Weekends, and Holidays if requested.
- Employment with Greater Los Angeles Area Council is contingent upon compliance with all Scouting America policies and standards, including the successful completion and maintenance of Safeguarding Youth Training and fingerprint-based background screening in accordance with Scouting America requirements.

COMPENSATION:

The salary is commensurate with applicants' experience, training, and skill sets annually. Full-time employees will be eligible for the Scouting America benefits program, which includes life insurance, medical, vision, dental, long-term disability, accident insurance, and enrollment in a matching 403(b) retirement plan. Employees receive 13 paid holidays, vacation accrual based on tenure, bereavement leave, marriage leave, and volunteer Scouting America service.

TO APPLY:

Submit your cover letter and resume to HR@GreaterLAScouting.org.

Include in the subject line: **District Executive**

Submissions without a cover letter will not be considered.