

Special Events Director—Full-time

Were you the kid in the neighborhood renowned for putting on a show? You were the ringleader, the ringmaster and sometimes even the star attraction! Read on if you want your childhood dreams realized in an exciting career opportunity. Our Special Events Director brings to life memorable experiences for Girl Scouts. We host events ranging from badge-earning workshops for 6-year olds to staged celebrations attended by hundreds. In between there are a lot of details and logistics to be managed. Your role is to plan, organize, and execute Girl Scout events while collaborating with multiple teams, managing a budget, and having a great time along the way.

Does this sound like a great match for you? Apply now!

APPLICATION PROCEDURE

Email cover letter and resume to Kathy, Chief Talent Officer, at HR@gsbadgerland.org

Position Summary

The Special Events Director brings to life memorable experiences for Girl Scouts by leading and implementing signature events and programs that effectively support the Girl Scout Leadership Experience. S/he will plan, organize, and execute all aspects of Badgerland Council's special events, provide leadership and support to the event team, including set-up and logistics, book each venue, manage event staff and volunteers, oversight of budgets, and coordinate and collaborate with multiple other teams to ensure a successful event.

The focus on this role is achieving successful results that align with the Girl Scout Brand and the leadership strategy. Initiative, coupled with a sense of competitive drive, and the ability to stay focused on results despite changing conditions, is the key to achieving success in this role. Environment is fast-paced and changing which allows the work to be innovative and creative in generating ideas for quick response. Decision-making is focused on implementing practical, timely solutions. The job requires getting things done quickly and handling a variety of activities. Self-assurance, and the confidence to purposely drive toward results while constantly problem-solving and engaging the commitment of others is essential. A leadership style that is firm and goal oriented, and yet motivates, trains, and engages others in an enthusiastic way is important. The emphasis on building rapport and relationships with individuals and groups requires an outgoing, poised and persuasive communication style. While the job requires the ability to act independently, a sense of urgency and the confidence to handle a variety of challenges, a full commitment to the success of the event and high standards of achievement are expected in this position. The emphasis is on results, and effective systems that achieve results through and with people.

Essential Responsibilities

- Partner with volunteers, girls and staff to lead and execute events and programs that effectively support the Girl Scout Leadership Experience.
- Responsible for collecting, organizing, and analyzing evaluation feedback data and based on findings, recommend improvements which support greater impact.

- Manage vendor and service provider relationships.
- Work with Chief Marketing Officer and Chief Experience Officer to development yearly special event's strategic program plan.
- Prepare outline master plan with all objectives as well as timeframe for every event.
- Prepare and track applicable budget expenses for each event.

Education and Experience

- Bachelor or Associate degree Marketing, Communications, Sales or related field. Other combinations of education with relevant experience that demonstrate the ability to perform the duties of the position will be considered.
- Prior experience in planning and implementing events required.
- Strong leadership skills, excellent communication skills, and the ability to meet deadlines and multi-task are essential.
- Supervisory experience preferred.
- Proficient computer skills including Microsoft Office.
- Ability to manage time efficiently, work independently and manage several projects at one time.

Anticipated Time Away from Office

- Must be able to occasionally work irregular hours, including nights and weekends; possess a valid Driver's License; must be able to work both in an office setting and independently off-site.
- Travels throughout jurisdiction 10% of working time.

Key Department Partners: Leadership, Membership, Experience, Fund Development, Customer Care, Marketing & Communications, Financial & Human Resources, Facilities

Organization Overview

Vision

To be the premier leadership organization for girls in the USA.

Mission Statement

Girl Scouts builds girls of courage, confidence, and character who make the world a better place.

Overview

Girl Scouts of Wisconsin – Badgerland Council provides programming, training, and support to more than 8,000 Girl Scout members in 23 counties in southwest Wisconsin and parts of Minnesota and Iowa. Badgerland is among 111 Girl Scout councils nationwide and is the nation's largest, and most impactful, organization dedicated to lifting girls.

Badgerland Council includes volunteers, adult and girl members, and paid, professional staff *working together*. This includes recruitment efforts, troop leader and family engagement training and support, Girl Scout programming and activities, and the iconic Cookie Program: the largest girl-led business in the world!

Organizational Strategic Focus

- Build an organization that reaches its goals and grows a membership that fully reflects our population.
- Increase new members (volunteers, girls, donors) with a focus on K-3, 5-6, and 8-9 grade levels and foster partnerships that support our growth.
- Grow retention across all segments with high quality leader support and sought-after programming experiences for girls.
- Demonstrate brand promise as the relevant, powerful, amazing organization that lifts girls and women for a lifetime of success.
- Delight our customers understanding that they include troop co-leaders, girls, parents, donors, volunteers, partners and staff.
- Thoughtfully create systems and utilize accountability measures that ensure commitment to our strategic focus and long-term viability.

Individual Core Competencies

- Innovative Solution Seeker: Creatively and critically explore opportunities and challenges with an eye to solutions and forward-moving actions.
- Emotionally Intelligent: Personal awareness, self-control, and appropriate emotional expression; ability to build and steward interpersonal relationships judiciously and empathetically.
- Gumption & Drive: Through initiative and resourcefulness, set and reach ambitious goals; results-driven and self-motivated.
- Collaborative & Open to Learn: Work effectively in teams and inter-departmentally to move the mission forward; respond positively to constructive feedback and seek learning and growing opportunities.
- Diversity & Equity Advocate: Passionate about creating and supporting diverse, equitable, and inclusive spaces in the Girl Scout community. Strong intercultural communication skills; value diverse thoughts and perspectives and the positive outcomes when all voices are heard.
- Collaborative & Open to Learn: Work effectively in teams and inter-departmentally to move the mission forward; respond positively to constructive feedback and seek learning and growing opportunities.