Senior Manager, Governance – Full time

Does making a difference in the lives of girls interest you?

If so, then come be a part of an organization that has a solid history and a growing future – work for Girl Scouts of Nassau County (GSNC). We are seeking a full time Senior Manager, Governance, to help GSNC achieve its mission and maximize its impact on the communities we serve.

GSNC is the preeminent nonprofit youth organization serving girls in Nassau County for over 100 years. Girls learn leadership skills and the importance of community service through our programs that teach courage, confidence, and character in a fun and safe environment.

*Use your experience and proven effectiveness in organizational governance, bylaws, and working with boards to give girls a strong future – apply now!*

Our Senior Manager, Governance serves as a strategic partner with CEO and other staff, managing council governance process, supports board engagement and strategic plan integration. Areas of focus include Council Governance, National Governance, Association Governance and Board Engagement.

Essential Duties and Responsibilities:

- **Council Governance** – Manage the Governance Committee including monthly meetings, reports to the board, and engagement with Association delegates. Adhere to annual bylaw reviews and stay up to date on change in non-profit governance policies, laws, and trends. Coordinate, plan and oversee the implementation of the Council Annual Meeting according to GSNC Bylaws.

- **National Governance** - Manage National Delegate on-boarding, training and ongoing term engagement in preparation for GSUSA triennial National Council Session. Create and implement mechanism to regularly engage council members in national issues and feedback. Plan agenda for National Council Session including travel, board, meals, and extra activities.

- **Association Governance** - Facilitate new delegate training/orientation and maintain communication including delegate and member forums, governance gazette and digital surveys. Create and manage cohort of girl delegates to ensure girl voices are forefront and girls are engaged and prepared for their governance responsibilities. Coordinate flow of information to and from Delegate
Chairs/Nominating Committee Chairs of all Associations to ensure Annual Association Meetings and Elections are held in compliance with the timelines and processes in GSNC Bylaws.

- Board Engagement - Support CEO with Board and other Board Committee activities, including board meetings, trainings & correspondence. Support board engagement, board retreat and assessment tool. Manage KPI reports to the Board of Directors and schedule of executive team engagement with the board.
- Perform other duties as assigned to assist in fulfillment of the Council’s mission and goals.

**Our Senior Manager, Governance** will have demonstrated experience and proven effectiveness in organizational governance, bylaws and board and experience working with the highest level of organizational volunteers including board members, former board members and major donors. Strong verbal and written communication skills with the ability to effectively convey information, thoughts, ideas and the Girl Scout story with diverse internal and external groups. Fluency in more than one language a plus.

**Essential Requirements and Qualifications**

- Bachelors degree in communications, marketing, non-profit management, education or related field. Graduate degree a plus.
- Demonstrated experience in volunteer management, including training, supervising and leading volunteers.
- Ability to research, compile and summarize a variety of informational and statistical data and materials.
- Ability to work a flexible schedule, which includes evenings and some weekends and travel to off-site locations.
- Demonstrated ability and proficiency to use Microsoft Office Suite and familiarity with current social media tools. Experience with Salesforce or CRM tools a plus.
- Ability to perform tasks that involve light physical activity which may involve some lifting/carrying of objects (20-25 pounds) and/or standing for periods of time.
- Model behavior consistent with inclusiveness and the Girl Scout Mission, Promise, Law, beliefs and principles. Knowledge and understanding of Girl Scouting a plus.

Explore your potential – come work for Girl Scouts today!

*Apply now!*

**Application Instructions:**