



Senior Governance Manager – 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 looking for a dynamic, energetic **Senior Governance Manager** to manage our governance process, supporting board engagement and strategic plan integration. As a relationship manager and strategic partner to colleagues and delegates from the local to national level, the senior governance manager will play a key role in ensuring the organization's compliance and board effectiveness, as well as ensuring girl voices are heard.

Responsibilities include but are not limited to:

- Coordinate, plan and oversee the implementation of the Annual Meeting and ensure all other meetings and elections are held in compliance with GSNC Bylaws.
- Adhere to annual bylaw reviews and stay up to date on changes in non-profit governance policies, laws, and trends.
- Create and implement mechanism to regularly engage members in issues and feedback.
- Manage committees including monthly meetings and reports to the board.
- Support CEO with Board and other Board Committee activities, including board meetings, board engagement activities, board retreat, communication, and assessment tool.
- Manage KPI reports to the Board of Directors and schedule of executive team engagement with the board.
- Manage Delegate on-boarding, training/orientation and on-going engagement. Includes managing cohort of girl delegates to ensure girl voices are forefront and girls are engaged and prepared for their governance responsibilities.

Our Senior Governance Manager 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. 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 is required. Fluency in more than one language a plus.

For more information and to apply, visit our career center: <http://www.gsnc.org/careers>