



**Title:** Scouting CARES Director (Grade 4)

**Position Concept**

Serve as the Scouting CARES Director for Scouting America National Capital Area Council. Provide leadership to the development and maintenance of quality Scouting programs located in underserved communities in accordance with the Scouting America Mission Statement.

The Scouting CARES Director will provide leadership to a program team, who will deliver programming at elementary schools, in areas that have been identified through the short-term and long-term Council strategic plan for the program.

**Essential Duties and Responsibility**

- Provide leadership to effective staffing, organization, development of programs, and implementation of the Scouting CARES Program to current partners, and future partners.
- Analyze and deploy staff and program resources necessary to align and accomplish the Council's strategic objectives for quality program delivery.
- Train and lead staff and volunteers to serve the youth in Washington D.C., Prince George's and Montgomery Counties.
- Become an expert on neighborhoods in geographic communities in Washington D.C., Prince George's and Montgomery Counties, so that we may better serve youth in diverse populations.
- Create and leverage strategic partnerships with outside organizations and donors, through the Whitney M. Young, Jr. fundraising Special Event, donor cultivation, which will allow the program to reach more youth.
- Help the Council build a game plan for reaching more youth.
- Develop data collection procedures and implement a system for measuring outcomes (Benefits for participants), program effectiveness, and customer satisfaction for youth/families who participate in Scouting through the program.
- Coordinate with the Marketing Department to ensure that the Scouting CARES program is visible in the Council through multiple channels in ways that excite supporters, volunteers, and families across the DMV.
- Support the efficient use of Scouting dollars, cover vacancies in your area of responsibility if needed, and look for additional ways to reduce the allocation of personnel dollars so the Council makes the most efficient spread of contributed dollars to maximize service to youth.
- Define opportunities and develop relationship-building strategies and plans to generate donor loyalty.
- Identify and participate in opportunities to promote mission and services in the community at events including, but not limited to volunteer fairs, service & church events, business, and civic group presentations.

- Seek opportunities to expand by identifying potential new chartered partners in targeted areas.
- Other duties as assigned.

### **Supervisory Role and Responsibilities**

- Ensure the delivery of quality programs in Scouting CARES units.
- Supervise staff in all aspects of their daily assignments, including approving time sheets in ADP.
- Ensure that all unit renewals are completed by December 15<sup>th</sup>.

### **Qualifications**

- Bachelor's degree from four-year College or University.
- An energetic interest in service that permeates through personality, thinking, building relationships, interacting with stakeholders, storytelling, and implementing strategy.
- Ability to tailor communications that effectively connects with diverse audiences.
- Exceptional interpersonal, leadership, supervisory and organizational skills; ability to manage multiple projects with competing priorities; ability to navigate complex situations, helping to resolve ambiguity and inspire colleagues to their best performance.
- Outstanding communication skills. Good listener who includes and engages others and can modify his/her approach to the audience; superior written and oral communications; adept at public speaking.

### **Physical Demands**

- Must be able to drive to appointments and to the office for meetings.
- Must be able to lift up to 40 pounds.
- Must be able to sit for prolonged periods.
- Must be able to work on a PC for prolonged periods.
- Must be able to communicate with members, volunteers, staff, and others in person, via telephone, letter, and e-mail.

### **Benefits**

All councils are equal opportunity employers and offer a competitive salary, based on the council's geographical location. Professional Scouting offers benefits to include major medical, prescription coverage, dental, vision, life insurance, long-term disability, accidental death, retirement plan, plus compensation for authorized and approved business-related expenses, including phone and mileage reimbursement. We also offer a generous vacation policy and holiday observances.

### **Compensation**

Pay: \$60,000.00 - \$65,000.00 per year