

**Position Description**  
**District Executive**

**Scouting America Job Title:** District Executive

**Classification:** Exempt

**Department:** Field Department

**Reports To:** Field Director

**Position Type:** Full-Time

**Headquarters:** Bethesda, MD

**Position Summary**

This position is ideal for a sales-driven professional leader accountable for working in partnership with Scouting volunteers, to achieve measurable growth and advancing Scouting America's mission within a defined geographic area. Success is measured by year-over-year increases in membership, unit development, and fundraising performance. Specifically, responsibilities include building strategic relationships with community leaders, schools, and chartered organizations to increase the number of members in our programs and grow revenue generation through annual giving (FOS) campaigns and product sales. They also identify, recruit and partner with volunteers to support program delivery and ensure fiscal accountability for a variety of Scouting event budgets.

**Primary Responsibilities- partner with volunteers to achieve:**

**Membership and Units**

- Retain current members by implementing proactive engagement strategies and monitoring unit health throughout the year.
- Increase new member recruitment annually through targeted campaigns, school presentations, community events, and digital outreach.
- Expand the number of Scouting Units by identifying underserved areas and securing new chartered partners.

**Fund Development**

- Plan and execute an annual giving campaign to meet fundraising goals.
- Give leadership to product sales campaigns (Camp Cards and Popcorn) by promoting the sale(s), recruiting and training unit coordinators, actively engaging with unit leaders to ensure campaign success.

**Program Quality & Execution**

- Increase the percentage of trained leaders each year by promoting online and in-person training opportunities and tracking completion rates.
- Grow Scout attendance at district and council events through early marketing, personalized invitations, and incentive programs.

- Develop and manage event budgets aligned with the Council Annual Budget, ensuring timely reconciliation and fiscal accountability.

#### **Stakeholder Engagement & Account Management**

- Cultivate strong relationships with volunteers and key stakeholders through regular communication, recognition, and engagement activities.
- Lead and facilitate monthly committee meetings, providing clear agendas, actionable items, and timely follow-up.
- Recruit and onboard talented volunteers year-round, offering structured training and role-specific support.
- Build strategic partnerships with community leaders, schools, businesses, and chartered organizations to expand program reach.

#### **Safeguarding Youth**

- Ensure full compliance with Scouting America policies, procedures, and Safeguarding Youth standards across all activities and events.
- Promote a culture of safety by ensuring Safeguarding Youth and all youth safety policies and procedures are strictly adhered to.

#### **Leadership**

- Serve on Committee for a functional assignment in the Council
- Give leadership, direction, and execution to all District goals and objectives, set forth by Council

#### **Qualifications**

- Must be willing to accept and meet Scouting America's leadership and membership standards and subscribe to the Scout Oath and Law.
- Bachelor's degree from an accredited college or university.
- Must be 21 years of age or older unless prohibited by applicable law.
- People-oriented with the ability to work well with adult volunteers, community and business leaders, and representatives of other organizations.
- Ability to work varied hours when necessary; evening activities and weekend work are frequently required.
- Highly visible at events in assigned area, with strong networking skills.
- Requires professional attire or Scouting uniform based on the nature of events attended.
- Ability to travel for training/continued education courses, requiring travel on multiple consecutive nights.
- A Scouting background is helpful but not required.

#### **Desired Skills**

- Self-motivated with strong time management and organizational skills in management, budgeting, and planning.
- Committed to personal and professional productivity while maintaining high ethical and professional standards.
- Comfortable with public speaking and interacting with diverse audiences. Excellent people skills—enthusiastic, punctual, responsible, and creative.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, Teams, PowerPoint).



- Strong fundraising, project management, and program development experience highly desired.
- Experience in account management, relationship building, and stakeholder cultivation preferred.
- Non-profit, fundraising, customer service, management, or sales experience is a plus.

### **Working Conditions**

- **Must be able to drive to appointments and to the office during both daylight and evening hours.**
- **Must be able to lift up to 50 pounds.**
- **Must occasionally participate in outdoor activities such as overnight camping, walking/hiking short distances, etc.**
- **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.**

### **Performance Metrics**

- New members recruited year-over-year and the retention percentage of current members
- New Units organized year-over-year and the retention of current units
- Program participation and retention rates
- Fundraising goals and donor engagement
- Community visibility and feedback
- Volunteer recruitment and satisfaction

### **Other Duties**

This job description is not exhaustive and may be updated or modified at any time. Additional duties, responsibilities, or activities may be assigned as needed.