

May 2017

Job Posting: Community Relations Executive/ Volunteer and Fundraising Manager, Youth Leadership Program

Make a difference in the lives of youth and families! Northern Star Council, Boy Scouts of America seeks a full-time, Community Relations Executive to work with adult volunteer leaders in the Twin Cities metro.

You'll work with volunteers to make the Scouting program available to all youth and families in the area. You'll train and guide adults to raise funds, start new units, and be the community touch point person for Scouting programs.

The position includes relationship development, fundraising, marketing, outside sales, public relations, and volunteer management. The employee will gain valuable skills through this job including building a volunteer network and supporting volunteers to do fundraising. The desired start date for this position is June 1 though this is negotiable.

Must be a goal oriented self-starter with effective people skills. Frequent travel within the assigned territory is required using one's own personal vehicle. The assigned territory includes Minneapolis, Bloomington, Burnsville, Prior Lake, Savage and Shakopee; there is an additional focus on serving African-American youth and families.

Applicants from diverse backgrounds and/or who have multilingual skills are encouraged to apply; past experience in Boy or Girl Scouting or other youth organization as a youth or adult is helpful though not required. The executive will have an office in St. Paul, though will spend much of the work day outside the office in meetings with volunteers.

Primary Duties:

- Work with and recruit a volunteer board of directors to lead and assist with our youth leadership program.
- Achieve goals related to fundraising, establishment of new units, and volunteer recruitment and training.
- Recruit leadership for finance campaign efforts to meet the financial needs of the organization.
- Establish and/or maintain relationships with school principals, superintendents, and community educators.
- Working through volunteers, extend programs to religious, civic, fraternal, educational, and other community-based organizations.
- Communicate with the public about the program's goals and outcomes.
- Provide quality service through timely communication, regular meetings, events and activities.
- Be willing and able to devote extended hours to achieve council and district objectives.

Desired Skills:

- Background in nonprofit fundraising, sales, and/or marketing is highly desired.
- Committed to personal and professional productivity, while maintaining high ethical and professional working standards.

Qualifications include:

- Education: Bachelor's degree from an accredited college or university or equivalent. Business, sales, and/or marketing majors are preferred though not required.

- Experience: One to two years of experience in fundraising, sales and/or marketing experience is preferred, whether a paid job or a volunteer position during college.
- Essential skills include the ability to build and empower a team, ability to build relationships, salesmanship, time management, and project management.
- Must be a goal-oriented self-starter, team player, problem-solver and troubleshooter, with effective people skills and proven organizational and communication skills.
- Must be able to meet and exceed goals on behalf of the youth we serve.
- Must enjoy working with volunteers and demonstrate a passion for youth programs.
- Must be age 21 or older unless prohibited by any applicable law.
- Must be able to work varied hours when necessary. Breakfast and evening meetings and weekend activities is often required to achieve objectives; some weeks will require working over 40 hours. This position is not 9 to 5, and requires flexibility. In turn, your work schedule is flexible.
- Must be comfortable with public speaking and able to work effectively with diverse audiences.
- Proficiency in a language other than English (especially Spanish, Hmong or Somali) would be helpful though is not required.
- Ability to travel for training at least once a year for one to two weeks.
- Frequent travel in one's assigned territory is required; reimbursement is provided for business miles. Must be able to maintain valid driver's license, reliable transportation, and motor vehicle insurance at minimum levels of \$100K/\$300K/\$100K.
- Offers for employment are subject to motor vehicle and criminal background checks.
- Applicants are responsible for their interview expenses, and for moving expenses if applicable.
- A background in Boy or Girl Scouting or other youth program as a youth or adult is helpful though not required.

Compensation and Benefits:

Benefits include major medical, prescription coverage, dental, vision, life-insurance, short- and long-term disability, accidental death, thrift and retirement plans. Compensation for approved business-related expenses is provided, including phone and mileage reimbursement. The council offers paid time off (equivalent of 16 days annually for new hires) and 11 paid holidays. The salary starts at \$35K annually, increasing to \$37K after completion of first training (as of 1/17). Increases are based on completion of training and on performance.

Additional information about this career can be found at this link:
<http://www.scouting.org/Careers/WorkingWithUs/EssentialSkills.aspx>

For more information about Scouting in our area, see www.northernstarbsa.org

Northern Star Council BSA is an Equal Opportunity and Veteran Friendly Employer

How to apply:

Please apply online at <https://northernstarbsa.workbrightats.com/jobs/133387.html>