

## District Executive/Manager Job Description

Goal oriented, communication skills, time management, sales, evenings, weekends. Preference of Fargo, West Fargo, or Moorhead. Must be willing to accept and meet organizations leadership and membership standards. Ability to work varied hours, evening activities and weekend work is frequently required. Have a willingness and ability to devote long and irregular hours to achieve objectives. Provide quality service through timely communication, regular meetings, training events and activities. Must live in the area you serve, with a preference of Fargo, West Fargo, or Moorhead. Bachelor's degree from an accredited college or university is required.

### **Base Salary: \$43,000**

#### Paid Benefits Value:

Health Insurance: \$7,164.00

Dental Insurance: \$432.00

Life: \$290

Accident: \$10

Disability: \$140

### **Total Compensation Package: \$51,036.00**

#### 3% Retirement Match

Company Car valued at \$1500 savings/month with gas and oil reimbursement.

24 PTO days/year

### **Requirements:**

- Must be willing to accept and meet the Boy Scout of America's leadership and membership standards and subscribe to the Scout Oath and Law.
- Bachelor's degree from an accredited college or university (transcript with the date degree conferred stated is required for employment).
- Attained 21 years of age or older unless prohibited by any applicable law.
- Ability to work varied hours when necessary, evening activities and weekend work is frequently required to achieve positive objectives.
- Ability to travel for training at least once a year for one to two weeks.
- A Scouting background is helpful but not required for employment.
- Offers for employment are subject to criminal, reference, and motor vehicle background checks.
- Work with volunteer leaders to identify, recruit, train, guide, and inspire them to become involved in youth programs.
- Achieve progress towards specific goals and objectives which include program development through collaborative relationships, volunteer recruitment and training, fundraising, membership recruitment and retention.
- Be responsible for extending programs to religious, civic, fraternal, educational, and other community-based organizations through volunteers.

- Secure adequate financial support for programs in assigned area. Achieve net income and participation objectives for assigned camps and activities.
- Recruit leadership for finance campaign efforts to meet the financial needs of the organization.
- Ensure that all program sites are served through volunteers, regular leader meetings, training events and activities.
- Collaborate with adult volunteers and oversee achievement of training for their respective role.
- Be a good role model and recognize the importance of working relationships with other professionals and volunteers. The executive must have communication skills and be able to explain the program's goals and objectives to the public.
- Provide quality service through timely communication, regular meetings, training events and activities.
- Have a willingness and ability to devote long and irregular hours to achieve specific objectives.
- Must live in the area you serve, with a preference of Fargo, West Fargo, or Moorhead.

#### **Desired Skills:**

- Strong marketing, fund-raising and program development background is highly desired.
- Non-profit, fundraising or sales experience is a plus.
- Must be comfortable with public speaking and interacting with diverse audiences. Excellent people skills, enthusiastic, punctual, responsible, and creative.
- Self-motivated individual with solid time management skills and strong organizational skills in management, budgeting, and planning.
- Committed to personal and professional productivity, while maintaining high ethical and professional working standards.

**Job Type:** Full-time

**Salary:** From \$43,000.00 per year

#### **Benefits:**

- Dental insurance
- Employee discount
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off.
- Vision insurance

Schedule:

- Monday to Friday
- Night shift
- On call
- Weekend availability

Education:

- Bachelor's (Required)

License/Certification:

- Driver's License (Required)

Work Location: Multiple Locations