



Director of Operations

GSGNY Background

For over a century, Girl Scouts has been instilling generations of girls with the skills and knowledge to become young women of courage, confidence, and character, to speak out and be leaders. Today, Girl Scouts of Greater New York (GSGNY) is delivering its message of empowerment and engaging more than 38,000 girls of every race, background, and religion. GSGNY's vision is a New York City in which every girl feels empowered to lead in her community, the workplace, and the world. GSGNY has become a hub for innovation within the broader Girl Scouts movement, presenting new ways to engage and inspire the next generation of young leaders.

Recent investments and initiatives include:

The Leadership Institute provides middle and high school aged girls with 21st century leadership skills and subject-specific knowledge and experiences that will help girls reshape their views on leadership and about their own potential to transform into powerful agents of change, while equipping them to succeed in school and their future careers.

Troop 6000 is the first Girl Scout program specially designed to serve the thousands of girls currently living in the New York City homeless shelter system.

Cybersecurity Programs at Girl Scouts were designed to serve the evolving needs of New York City's girls and New York City's workforce. With the goal of encouraging girls to consider careers that require STEM skills, this program ensures girls have the tools and knowledge they need to safely navigate our increasingly tech-driven world.

Anti-Racist and Anti-Bias Training: We teach girls to lead by example, and to that end, we are committed to doing the work necessary to become an anti-racist organization. We are working to partner with experts in the areas of race, inclusion, and equity to conduct a series of trainings.

Camp Kaufmann: The camp experience is an essential part of Girl Scouting – and as the only Girl Scout council in the nation serving a 100% urban population, we prioritize offering high quality outdoor education opportunities to New York City girls. We recently upgraded and enhanced facilities at our 425-acre Camp Kaufmann in Dutchess County, including the construction of a new swimming pool.

Guided by an ambitious strategic plan and its dynamic CEO, Meridith Maskara, Girl Scouts of Greater New York aims to expand to reach more girls while serving as an innovating force within the national Girl Scout movement.

Position Description

The Director of Operation's primary duties will be to manage and support daily operations and administration of the GSGNY council. The primary responsibilities of the Director of Operations are

to ensure that the day-to-day operations are carried out in a legally compliant, cost-effective way, to improve operational management systems, processes, and achieve operational excellence through best practices. The Director of Operations will focus on administrative management, vendor relations, technology, project management, and programmatic operations.

Responsibilities

- Reporting to the council's COO. The Director of Operations will coordinate daily operations, ensuring organizational excellence.
- Support the council's leadership with the implementation of organizational objectives and strategies and improve cross-department collaboration through project management.
- Work in collaboration with leadership and program directors to execute seasonal projects and streamline the coordination of events and programmatic activities.
- Coordinate the organization's technology integration, including ongoing maintenance and training, management of software licenses, in partnership with and support from the council's IT service providers and consultants.
- Create and oversee data management systems to improve operational efficiency and programmatic impact.
- Maintain inventory of the organization's equipment and assets.
- Help the organization's processes remain legally compliant by ensuring all legal and regulatory documents are filled in and adhered to in accordance with non-profit laws, federal, state, and local ordinances.
- In partnership with the VP of Human Resources, lead and implement health and safety protocols and initiatives (Including COVID-19 response)
- Coordinate efforts with insurance brokers and carriers, including maintaining all property and liability insurance policies, and acting as lead on all risk management initiatives.
- Manage an operational budget and coordinate with the finance department to ensure accurate accounts receivable and payable of vendors and maintenance of corporate accounts.
- Supervision and staff development of operations support staff.
- Perform other related duties as required

Qualifications

- Bachelor's degree (preferred)
- Minimum three years of experience in a similar role
- Demonstrated ability to think critically and manage competing priorities
- Knowledge of organizational effectiveness and operations management
- Excellent written and verbal communication skills
- Commitment to professional ethics and discretion with confidential personal and financial information
- Proficient in Microsoft Office Suite
- Demonstrated IT and data management experience
- Experience with project management software (preferred)

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Ability to lift 50 pounds of force occasionally, and/or up to 20 pounds of force, frequently, and/or 20 pounds of force constantly to move objects
- Ability to stand for long periods of time
- Other demands, as determined by council.

COVID Guidelines:

The health and safety of our staff, girls and volunteer community is our highest priority. As such, the Girl Scouts of Greater New York (GSGNY) is requiring all newly hired, (and current) staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodation for medical or religious reasons will be considered in accordance with applicable law.

Compensation & Benefits:

- Annual Salary \$80,000- \$90,000
- Comprehensive benefits including options for health, dental & vision coverage, Flexible Spending Account/FSA, commuter benefits, 403(b) retirement savings plan with employer match, and generous PTO.

To Apply:

Please send your resume and cover letter to apply@girlscoutsnyc.org. Please include "Director of Operations" in the subject line of your email. The Girl Scouts of Greater New York offers a comprehensive benefits package. The salary range for this position is \$80,000-\$90,000, commensurate with experience. While the Girl Scouts of Greater New York Team is currently working remotely, the organization expects to return to the office this summer.

Resumes submitted without a cover letter will not be considered. No phone calls, please.

The Girl Scouts of Greater New York are an Equal Opportunity Employer.

We are committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation(s) for the specific disability will be made for the incumbent or applicant when possible.