

GIRL SCOUTS—DAKOTA HORIZONS COUNCIL

Position Title: **Product Sales Director**

One Position: Headquarters

Reports To: Chief Financial Officer

Position Design: Full Time – Exempt

Position Summary: The Product Sales Director is responsible for planning, organizing and implementing the council product sales strategies and campaign. Developing tactical and strategic plans for product sales marketing and coordinating product sales in out based offices within the council's jurisdiction.

Major Accountabilities:

1. Establish long-range goals, objectives, and plans for council product sales.
2. Assist in the development and administration of the annual operating budget for product sales, including income and expense projection in cooperation with the Chief Financial Officer.
3. Assist in the planning, development, and delivery of an annual training program for staff and volunteers that highlights the Girl Leadership Experience and outcome measurements of the product sales program and promotes a high level of girl participation.
4. Recruit, hire, and train a core team of volunteers to promote product sales in all areas of the council's jurisdiction.
5. Work closely with the Chief Communications Officer to disseminate information to the community about Girl Scout products (e.g., time table, materials, forms, marketing flyers, etc)
6. Oversee the collections of all product sales funds and ensure that all delinquent accounts are settled.
7. Manage inventory and logistics of product sales distributions and collections.
8. Serve as liaison to product and shipping companies to ensure timely delivery of products to volunteers who coordinate sales at local level.
9. Demonstrate and promote a climate of courtesy and professionalism to coworkers, volunteers and others.

Qualifications:

1. Bachelor's degree or equivalent experience preferred.
2. Experience in retail management, sales and/or marketing.
3. Excellent organizational & customer service skills & willingness to travel.
4. Ability to manage and motivate a team of staff and volunteers.
5. Ability to lift up 50 pounds.
6. Commitment to diversity and pluralism.
7. Willingness to uphold the mission of Girl Scouts, and adhere to the promise and Law.

**Product Sales Director
Position Description
Last Update 3/8/2010**