

Girls Inc. of Carpinteria Job Description and Posting



Position: Executive Director
Location: Carpinteria, California
Reports to: President, Board of Directors
Classification: Exempt, Fulltime, Salaried
Website: www.girlsinc-carp.org

Summary

Girls Inc. Carpinteria (GIC) is one of 81 affiliates of the national Girls Inc. organization that inspires all girls to be strong, smart, and bold. GIC delivers life-changing programs to more than **700** local girls, ages 5-18 using a comprehensive approach to whole girl development that equips girls to navigate gender, economic, and social barriers. Girls receive programming in healthy living, academic enrichment, and life skills instruction that also introduces them to timely and relevant community and national advocacy issues. The GIC affiliate has been in operation for almost 25 years and today employs approximately 6 to 8 full-time and 10 to 15 part-time staff members and/or contractors.

Primary Responsibilities

The Executive Director is responsible for the strategic leadership of the organization and oversight of all GIC programming. The Executive Director is responsible for managing staff, program administration and interfacing with the National Girls Inc. organization. S/he partners with the board of directors to drive the organization's Strategic Priorities: Serve More Girls; Program Impact & Evaluation; Operations & Infrastructure and Fund Development & Sustainability. The Executive Director will also drive strong representation of Girls Inc. in the community by building partnerships with schools, government and community organizations, foundation officers, corporate and individual donors.

The Executive Director with Board participation develops, designs, and leads all fundraising efforts, including direct donor cultivation, solicitation, and stewardship at all giving levels and from all donor and potential donor constituencies.

The Executive Director ensures the prudent management of finances; developing and rewarding an effective culturally competent staff; assuring that nonprofit/legal requirements are met; advocating on the rights and needs of girls and inspiring staff and volunteers to motivate girls to be Strong, Smart and Bold.

This position reports to the President of the Board of Directors.

Key Leadership Competencies and Management Skills

- **Managing Vision and Purpose:** Communicates a compelling and inspired vision and ensures the implementation of the organization's mission. Facilitate continuous and healthy growth by engaging the team in long-range strategic planning for achieving its mission and evaluating progress toward goals. Maintains a working knowledge of research and trends in girls' issues and in youth development.

- **Strategic Agility:** Anticipates future consequences and trends. Can plan and implement on short-intermediate-and longer term opportunities. Provides leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out Board authorized policies and plans.
- **Integrity and Trust:** Is widely trusted; is a direct, truthful individual; keeps confidences; admits mistakes.
- **Communication:** Ability to communicate and effectively represent the organization orally, auditorily, visually, in writing, and in presentations.
- **Decision Quality:** Uses a mixture of analysis, wisdom, experience and judgement to make good decisions. Seeks out others for advice and solutions.
- **Culturally Competent:** Models cultural competence as an ongoing learning experience for all personnel; incorporates diverse cultures, ethnicity, languages and abilities into delivery of programs, materials and communication.
- **Business Acumen:** Knows how businesses work; understanding of nonprofit accounting and ability to read financial data to make decisions of financial health. Maintains policies, official records and documents to ensure the legal and regulatory compliance of the organization and the safety of its constituents.
- **Supervision and Staff Development:** Oversee the recruitment, employment, training and release of all paid and unpaid personnel. Ensures that sound human resource practices are used including job descriptions, annual performance appraisals, ongoing coaching, mentoring and training
- **Fund Development and Fundraising:** Can design and lead all fundraising efforts for the organization; understands revenue development, donor cultivation and stewardship; knows how to craft strategic grant proposals and reports.
- **Marketing and Public Relations:** Manages the overall marketing and promotional functions to construct and market an appropriate image.
- **Human Resources:** Can develop, guide and manage the human resource services, policies, and programs and practices for the agency.
- **Volunteer Management:** Knowledge of volunteer recruitment, retention, recognition and risk management strategies. Aligns needs of programs and staff with volunteer contributions. Promotes active and broad participation by board members, advisers, and supporters in all areas of the organization

Essential Job Functions

- Ensure Board members are informed on progress towards GIC's Strategic Priorities including fund development, key programs and staff development.
- Work with Board President to develop meaningful and informative Board Meeting agendas that inspire action and community outreach
- Attend Board meetings in a participatory but non-voting capacity
- Develop, execute and steward annual fund development plan for the organization
- Cultivate relationships within the community with individuals, corporations, and foundations
- Possess a solid understanding of the Girls Inc. experience and the outcomes for girls for whom the organization holds itself accountable; monitor ongoing evaluation of the GI experience with its programs and services to ensure their relevance and impact.
- Prepare and manage annual budget

- Oversee financial objectives of the organization; ensure maintenance of effective internal controls for the protection of GIC assets
- Manage annual marketing and public relations plan to ensure ongoing positive presence and reputation of the Girls Inc. brand
- Serve as the public face and voice of GIC
- Maintain working partnership with Girls Inc. affiliates and National and leverage their support and collaboration as needed

Minimum Knowledge/Skills/Ability Requirements

- Bachelors' Degree in a human service field, business or related field.
- Minimum of 5 years of experience in leadership and management positions.
- Demonstrated knowledge of youth development concepts and programming
- Ability to lead a staff team to develop and implement a tactical plan that provides programming and services that align with the organization's strategic plan and vision
- Demonstrated financial analysis and management skills
- Demonstrated ability to solve problems and to make difficult decisions in personnel, finance and programming.
- Proven success in fundraising and fund development, including direct donor cultivation, solicitation, and stewardship at all giving levels.
- Outstanding communication and presentation skills
- Demonstrated ability in incorporating diverse cultures, ethnicities, languages and abilities both within an organization and with the community
- Background clearance.
- Familiar with the community's educational and non-profit culture

How to Apply:

Send cover letter, resume, and references to:

maunz@cox.net

Billie Maunz, Consultant

Please no phone calls or inquiries to GIC. Open until filled.

Salary: \$95,000 - \$110,000 DOE

Girls Inc. Carpinteria is an Equal Opportunity Employer.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

11/7/18