



Inspiring all girls
to be strong,
smart, and bold

Girls Inc.
441 W Michigan St.
Indianapolis, IN, 46202

Tel: (317) 634-7546

girlsinc.org

December 5, 2016

POSITION VACANCY: Chief Executive Officer

JOB TITLE: Chief Executive Officer for Girls Inc. of Chicago

REPORTS TO: President of Board of Directors

LOCATION: Chicago, Illinois

Summary

Girls Inc. inspires all girls to be strong, smart, and bold. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls and address the systemic barriers that impede girls' success, particularly girls in low-income communities and girls of color.

Primary Responsibilities

The Chief Executive Officer is responsible for the strategic leadership of the organization and oversight of all Girls Inc. programming. The CEO is responsible for managing staff, program administration and interfacing with the National Girls Inc. organization. S/he partners with the board of directors to ensure long-term planning; strong fund development success; and representation of Girls Inc. in the community – all leading to continuous and healthy growth. The CEO has primary responsibility for building partnerships with schools, government and community organizations, foundation officers, corporate and individual donors.

The CEO 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.
- **Strategic Agility:** Anticipates future consequences and trends. Can plan and implement on short-intermediate-and longer term opportunities.
- **Political Savvy:** Ability to perceive complex interrelationships among situations and the implications of those complexities.
- **Organizational Agility:** Knowledgeable about how organizations work; understands the culture of organizations.
- **Integrity and Trust:** Is widely trusted; is a direct, truthful individual; keeps confidences; admits mistakes.
- **Communication:** Ability to communicate effectively orally, auditorily, visually, in writing, in presentations, and via computer. Effectively represent the organization to outside organizations.

- **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.
- **Supervision and Staff Development:** Provides guidance and support to employees; manages performance effectively.
- **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.

Essential Knowledge and Skill Requirements

- Bachelors' Degree in a human service field, business or related field.
- Minimum of 10 years of experience in leadership and management positions.
- Demonstrated knowledge of youth development concepts and of the legal and developmental basis for single gender programming.
- Ability to educate the board in its governance responsibilities, particularly in its fund development and organization capacity responsibilities, providing the board with the tools to carry out its responsibility.
- 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.
- Demonstrated success in fundraising and fund development.
- Outstanding communication skills.
- Demonstrated ability in incorporating diverse cultures, ethnicities, languages and abilities both within an organization and with the community.
- Background clearance.
- Familiar with Chicago educational and non-profit culture

Interested applicants should send a resume with cover letter with salary requirements by January 30, 2017. Click [here](#) to apply. No phone calls, please.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.