

March 22, 2017



Inspiring all girls
to be strong,
smart, and bold

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

Tel: (317) 634-7546

girlsinc.org

JOB POSTING

JOB TITLE: Director of Programs, Girls Inc. of Chicago

REPORTS TO: Chief Executive Officer

LOCATION: Chicago, Illinois

Organization Overview

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.

Girls Inc. of Chicago, incorporated in November 2016, is the newest affiliate of the network of Girls Inc. organizations with the shared mission to inspire girls to be strong, smart and bold.

Position Summary

Girls Inc. of Chicago has an exciting opportunity for a seasoned program executive to serve as the organization's first Program Director. The Program Director will play a pivotal role in defining, developing, and implementing the program strategy for the organization. Additionally, the Program Director will also serve as a thought leader and partner with the CEO to build strong partnerships with school districts and other community organizations, and serve as a visible and effective leader and advocate for Girls Inc. programs.

Primary Responsibilities

- Develop overarching program strategy and delivery method for Girls Inc. Chicago.
- Customize and implement the program strategy so that it meets the needs of each affiliate site.

- Create and implement program evaluation methodology that ensures program effectiveness.
- Deeply engage with community leaders, government agencies, school districts, and businesses to determine community needs, develop partners and strengthen Girls Inc. programming.
- Explore the changing interests and developmental needs of girls to keep up to date with changing patterns.
- Hire, train, inspire and manage a team of part-time program facilitators to deliver high-quality programming, and achieve organizational impact.
- Oversee participation in Girls Inc. network-wide outcomes measurement strategy: ensure use of girl-tracking system to collect girl data regularly and survey girls annually, as well as for continuous program improvement.
- Collaborate with the CEO and Board of Directors on fundraising strategies and implementation to ensure fundraising goals are achieved.
- Serve as a visible, inspiring advocate for the Girls Inc. Experience. Assumes duties of CEO as delegated or upon CEO absence.
- Manage budget and allocate resources (financial and human) to achieve organization goals.
- Collaborate with the CEO and Board of Directors to ensure effective coordination, business planning, and internal processes and systems.
- Communicate regularly with the CEO and Board through executive level reporting and with parents, community, and partners via various media including social media.

Essential Knowledge and Skills

- Demonstrated experience in a senior level program position with responsibility for developing program design, driving program growth, and evaluating outcomes and impact. Previous Girls Inc. program experience highly desirable.
- Experience in education, youth development, community engagement, with knowledge of equity issues facing girls of color.
- Demonstrated ability to build strong partnerships internally and externally.
- Previous experience managing and coaching staff and volunteers, and
- Outstanding written and oral communication skills.
- Committed to the values of diversity, inclusion, and empowerment.

Qualifications

- Passionate about the Girls Inc. mission and values.
- Excited about the challenge of building on the legacy of Girls Inc. nationally to define the future impact of Girls Inc. of Chicago.
- aligning them around common goals. Superb analytical thinking, data analysis, interpretation and application, and decision-making abilities.
- A minimum of 5 years as a senior level program manager.
- Bachelors Degree in education, recreation, psychology or sociology preferred.

How to Apply:

Interested candidates may submit a resume and cover letter with salary expectations by clicking [here](#) by May 5, 2017. No phone calls, please.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.