



Inspiring all girls  
to be strong,  
smart, and bold

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

Tel: (317) 634-7546

[girlsinc.org](http://girlsinc.org)

February 21, 2017

Position Title: Regional Director for Region II

Job Location: Open

Responsible To: Director of Affiliate Services

Status: Full Time, Exempt

**Overall Function:**

To serve and strengthen Affiliates through capacity-building activities.

**Principal Responsibilities:**

**A. Affiliate Services**

1. To work with Affiliates to build their capacity to effectively impact the lives of girls in their communities, by identifying, developing and sharing resources for management and board development.
2. To assess needs and broker and provide management, governance and other capacity-building activities to assigned Affiliates and to secure training and other support from appropriate national staff.
3. To serve as the point of contact between the national organization and assigned Affiliates to create and foster an open, positive relationship. To serve as a clearinghouse for Affiliates to access information from the national organization and for national staff to gain access to Affiliates.
4. To organize, coordinate and manage selected conferences which advance the Network's priorities. Manage regional and any grant budget(s) as assigned.
5. To assist with the planning and facilitation of annual management seminars for executives.
6. To monitor, through Quality Standards processes, Affiliate compliance with network membership requirements, minimum standards and standards of excellence.
7. Work with the Affiliate Services team to develop management and governance assistance tools that will help build affiliate capacity to serve more girls.
8. Provide support to Administrative Services and follow through on dues, membership compliance, annual surveys, affiliation, probation and disaffiliation.

B. **Expansion and Growth**

1. To work with Affiliates to develop and implement a growth plan and/or a plan to strengthen the capacity of the organization, especially in relation to mission and program delivery, to serve more girls.
2. Provide information and technical assistance to newly forming organizations.

C. **Supervision**

1. To hire, train and supervise any professional and/or support staff and consultants as approved.
2. To conduct annual performance appraisals of any support or professional staff as assigned.

D. **General**

1. To act as a spokesperson for Girls Incorporated and as a vigorous advocate for girls.
2. To participate in, and assist in carrying out, all nationally sponsored events as requested; accept special assignments as requested by the Director of Affiliate Services, COO or CEO.
3. To participate in related conferences and meetings of other organizations.
4. To develop, manage and submit reports as requested in a timely fashion.

**Qualifications:**

1. Experience in Girls Incorporated strongly preferred.
2. Demonstrated capacity to work with boards of directors and strong managerial experience and knowledge.
3. General knowledge of specialized work with girls/young women and related issues.
4. Working knowledge of Girls Incorporated programming.
5. Capacity to work cooperatively on a team and within the organization.
6. Experience in technical assistance, consultation and nonprofit management.
7. Strong verbal, written and presentation skills, plus word processing proficiency.
8. Commitment to gender equity. Flexibility, initiative, creativity.
9. Willingness and ability to travel extensively.
10. Ability to work effectively without daily supervision.
11. Bachelor's degree required

Girls Inc. offers a competitive salary and benefits.

**How to Apply:**

Interested candidates should submit a resume and cover letter including salary expectations no later than March 20, 2017 by clicking [here](#). No phone calls, please.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER