



of San Diego County

Position: Chief Executive Officer (CEO)

Reports to: Chairperson(s), Board of Directors

Summary

Girls Inc. of San Diego County 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.

For more than 50 years, Girls Inc. of San Diego County has been focused on its mission to help girls see college as attainable, inspire them to consider professional careers in S.T.E.M and build life skills to help them succeed.

Primary Responsibilities

The CEO is responsible for the strategic leadership of the organization, development initiatives and oversight of 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 and 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 Chair(s) of the Board of Directors.

Key Leadership Competencies and Management Skills

- **Strategic Vision and Purpose:** Communicates a compelling and inspired vision and ensures the implementation of the organization's mission. Facilitates continuous and healthy growth by engaging the team in short- and long-term strategic planning to achieve its mission and evaluate progress toward goals. Establishes measurable goals and outcomes for each initiative. Oversees implementation and assess success of each initiative against the goals set. Maintains a working knowledge of research and trends in girls' issues and in youth development. Assures that the organization has a long-range strategy which achieves its mission and works to make consistent and timely progress toward goals.

- **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.
- **Program Development and Leadership:** Oversees the development, execution and implementation of programs and ensure programming is administered in accordance with National Girls Inc. and affiliate guidelines, values, policies and procedures. Ensures that programs are effectively resourced, optimized for maximum participation and reflect a commitment to the mission as well as positive youth outcomes. Ability to recognize and respond to the needs of girls through program initiatives.
- **Strategic Focus:** Plans and implements on short-, intermediate- and long-term opportunities. Provides leadership in development, programming, organizational and financial plans with the Board of Directors and staff and carries out Board authorized policies and plans.
- **Business & Finance:** Proven understanding of nonprofit accounting and ability to read and evaluate financial data to oversee fiscal planning that ensures financial health. Oversees and maintain sound financial practices. With support from the Board of Directors, maintains policies, official records and documents to ensure the legal and regulatory compliance of the organization and the safety of its operating practices and constituents.
- **Supervision and Staff Development:** Oversees 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
- **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
- **Decision Making Quality:** Implements the Girls Inc. Strong, Smart, Bold Outcomes Survey to assess success, the needs of participants and programming opportunities. Uses a mixture of metrics 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.
- **Integrity and Trust:** Is widely trusted; is a direct, truthful individual who is transparent; maintains the privacy and safety of participant and employees; admits mistakes.
- **Communication:** Ability to communicate effectively orally, visually, in writing, in presentations and via computer. Effectively represent the organization to outside organizations.

Requirements

- Bachelors' Degree
- Minimum of 5 years of experience in escalating positions in non-profit.
- An articulated belief in the mission of Girls Inc.
- Experience working with youth participants. 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.
- Experience leading a staff team of 1-2 people 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.
- Demonstrated ability in incorporating diverse cultures, ethnicities, languages and abilities both within an organization and with the community.
- Established relationships with the community's educational bodies and non-profit landscape

Girls Inc. of San Diego County is an Equal Opportunity Employer.

To apply for this position please email your resume and a brief cover letter highlighting your core competencies to info@girlsincsd.org