OPPORTUNITY: Executive Director

DESIRED START DATE: December 2nd, 2020

LOCATION: Lowell, Massachusetts

ABOUT GIRLS INC. OF GREATER LOWELL:
At Girls Inc., we are dedicated to the empowerment of girls and to improving the conditions in which they live. We believe every girl deserves the opportunity to grow up with champions who support and inspire her and let her know that anything is possible. Founded in 1917 the Lowell, Massachusetts affiliate enjoys a great deal of community support as we serve girls aged 5 to 18. The mission of Girls Inc. of Lowell is to inspire all girls to be Strong (through healthy living), Smart (through education), and Bold (through independence). As part of a national organization, Girls Inc. of Greater Lowell has access to resources, training, and research-based curriculum. Girls Inc. programs address math and science education, pregnancy and drug abuse prevention, media literacy, economic literacy, adolescent health, violence prevention, careers and leadership, and sports participation. Programming takes place at our year-round Girls’ Center in downtown Lowell and in schools across the region. Girls Inc. is an equal opportunity employer (EOE).

To learn more about Girls Inc.’s EOE and Non-Discrimination policy, visit https://girlsinc.org/employment-opportunities/
To learn more about Girls Inc. of Greater Lowell’s programs, visit https://girlsinclowell.org/programs
To learn more about Downtown Lowell, visit https://www.likelowell.com/

POSITION SUMMARY:
Reporting to the Board of Directors, the Executive Director (ED) is responsible for providing vision, leadership, and management to the Girls Inc. of Greater Lowell organization. We are excited to welcome to our organization an enthusiastic, committed, and engaging mission-focused leader with a proven history of mentoring, coaching, and developing teams towards organizational success. Our ED will leverage a unique balance of financial and operational acumen with an entrepreneurial approach to drive the creation of impactful programming and the funding to support and sustain it. The ED will be charged in managing and leading the following strategic areas of the organization:

- **CULTURE CHAMPION- DIVERSITY, EQUITY, AND INCLUSION:** Girls Inc. is dedicated to the empowerment of girls and women and helping to improve the conditions in which they live, which includes creating lasting changes concerning areas of racial justice, diversity, equity and inclusion. Recent organizational changes within Girls Inc. of Greater Lowell have brought about a renewed call to action to ensure that these values are advanced both within the organization and in the larger community.
  - Incorporate actionable and far-reaching goals into the organization’s Strategic Plan to highlight diversity, equity and inclusion, and cultural competency as core features of Girls Inc.’s mission.
  - Create and sustain an organizational culture where listening, observing, and constructive feedback are consistently, fairly, and equitably employed throughout the organization.
  - Champion efforts to understand as well as implement organizational-wide policies, procedures, and trainings that move Girls Inc’s mission further in its efforts to elevate and empower marginalized and under-represented voices.
  - Sustain a positive, caring, and enriching work environment by maintaining a culture of openness, collaboration, and cooperation.

- **FUNDRAISING:** Fundraising is critical in building and sustaining Girls Inc. in the greater Lowell region and will ensure a better future for the at-risk and under-resourced girls we serve through quality programming that is educational, cultural, and recreational.
  - Design and drive fundraising strategy and development efforts with a view to diversifying funding streams to support existing program operations and expand capacity to implement the strategic plan.
  - Continue to cultivate and strengthen relationships with existing donors, while expanding the donor base to include new annual giving and major gift prospects. This will entail frequent communications with individuals, corporations and other institutions, current and prospective board members, and volunteers as well as representatives of local government and community-based organizations. Identify new grant opportunities.
  - Lead ancillary revenue generating programs which include rentals, outreach programs, etc.
Competitive benefits package including,

Salary Range: $85,000-$100,000. Final offers will be commensurate with capability and experience.

Note: All inquiries and applications will be kept strictly confidential.

Girls Inc. of Greater Lowell has retained recruitment firm, The Leap Network, LLC, to conduct this search. Resumes and Cover Letters are required but not limited to:

**KEY SELECTION CRITERIA:**
- College degree required, preferably in a relevant discipline such as non-profit management or educational administration. Advanced degree in education, youth development or another relevant field is highly desirable.
- Minimum of 5-10 years of rising organizational Executive Leadership experience, with a track record of effectively leading outcomes-based programs, and fundraising experience that includes securing funding from diverse sources.
- Exceptional speaking, writing and presentation skills; a compelling and passionate communicator with excellent interpersonal skills.
- Strong understanding of marketing and public relations and the skills to engage a wide range of stakeholders and cultures.
- Superior organizational skills and ability to leverage talent on the team and juggle multiple competing priorities.
- Ability to think strategically while also having a hands-on approach to getting things done.
- Excellent judgment. Personal qualities of integrity, self-awareness, positive attitude, mission-driven, and self-directed.
- Experience working with a board of directors is a plus.
- An Executive Director who will never stop making Girls Inc. of Greater Lowell a better place to be for all.

Salary Range: $85,000-$100,000. Final offers will be commensurate with capability and experience.

Competitive benefits package including, **but not limited to:** Healthcare, 4 weeks’ vacation, retirement plus matching, and travel reimbursement.

**DIRECTIONS TO APPLY:**
Girls Inc. of Greater Lowell has retained recruitment firm, The Leap Network, LLC, to conduct this search. Resumes and Cover Letters are required and will only be considered if emailed directly in attention to Bobby Tugbiyele, CEO of The Leap Network, LLC- btugbiyele@theleapnet.com. The subject line of your email should read: "Executive Director Search- Girls Inc. of Greater Lowell"

**Note:** All inquiries and applications will be kept strictly confidential.