

**OPPORTUNITY:** Executive Director

**DESIRED START DATE:** December 2<sup>nd</sup>, 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.

- **BUSINESS AND FISCAL MANAGEMENT-** *Each year, Girls Inc. of Lowell provides thousands of girls with life-changing experiences and solutions to the unique challenges they face. With a budget of \$1M+, the organization will need an Executive with a strong financial management acumen and adept at ensuring the success and resiliency of the day-to-day operations for the benefit of our girls.*
  - Proven track record in strategic financial oversight and a comprehensive record of overseeing various billing functions for programs and services.
  - Oversee procurement of supplies and services needed to continue to run effective programs
  - Partner with the board and staff to develop and implement the annual goals designed to achieve the short- and long-term strategic priorities for Girls Inc. of Greater Lowell.
  
- **ORGANIZATIONAL AND PEOPLE MANAGEMENT-** *An organization's biggest asset is its people. With a staff of 20+ employees as well as an engaged Board, the Executive Director will be charged with effective oversight of all department heads, supervisors, and program managers for the delivery of successful and impactful programs to move Girls Inc's mission forward in the community. The ED will lead and manage with a lens of diversity, equity, inclusion and sensitivity and awareness surrounding hiring practices, employee relations and organizational policies.*
  - Provide day-to-day leadership, culture-setting, oversight and direction to the staff and volunteers.
  - Delegate duties and projects to organizational leaders for more effective use of ED time.
  - Promote and encourage personal and professional development of all staff and volunteers within the organization and in the community.
  - Lead, coach, develop, motivate, and inspire the staff and volunteers to support the mission and work.
  - A transparent and decisive leader, the ED will be comfortable maintaining systems of support while holding leadership and staff accountable and actively help resolve conflicts.
  - Develop, maintain, and support a strong board. Serve as ex-officio member of each board committee.
  - Proactively seek and strengthen board involvement to ensure long-term success and viability.
  - Identify and develop relationships with potential board members and volunteers.
  
- **COMMUNITY RELATIONS & BRAND AMBASSADORSHIP-** *Girls Inc. of Greater Lowell is excited to welcome to our organization an inspiring and collaborative leader with an unstoppable passion for helping others to be the best they can be. A great addition to our team will be an approachable and engaging relationship manager and communicator who has the leadership capability to leverage community assets. As the face of the organization, the ED will be responsible for sharing its mission and vision with the greater Lowell community to increase greater visibility and partnerships.*
  - Raise Girls Inc. of Lowell's visibility as a leader in the field of youth development. Be a proactive and effective ambassador to all external stakeholders including but not limited to funders, partners, the youth development community, school administration, media, government, and other community-based organizations.
  - Interface effectively with members of the Girls Inc. national organization. Be knowledgeable in their strategy, practices, resources, etc. Leverage the resources available for the benefit of our local affiliate.
  - Effectively communicate goals and outcomes to the board, funders, and other stakeholders.

**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](mailto: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.**