JOB POSTING

Position: Director of Affiliate Services
Exempt

Responsible To: Chief Operating Officer

Background: Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. 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. Join us at www.girlsinc.org.

Function: Provide visionary leadership to the Affiliate Services Department, ensuring partnership with, and support to, Girls Inc. affiliates towards the shared goal of strong, sustainable organizations that meet the needs of girls in local communities. Collaborate with Research & Evaluation and Learning Services, as well as with External Relations, to identify trends, make recommendations and implement solutions to grow the Girls Inc. Network in terms of girls served, community impact, gender equity leadership and social justice influence.

Responsibilities:

1. Provide supervision and support to the Affiliate Engagement Directors to accomplish the following:

   a. Coordinate and administer a system of support services to Girls Inc. affiliates, focusing on organizational growth and sustainability, through the Girls Inc. Affiliate Model that supports delivery of the optimal Girls Inc. Experience for girls.

   b. Oversee ongoing technical assistance to affiliates, including site visits and virtual consultations, and as appropriate, engage in direct crisis and/or opportunity intervention. In collaboration with Learning Services, plan for and supervise professional development
services for new and senior management staff and boards of affiliates.

c. Oversee the election, functions and activities of regional representatives serving as members of the National Board.

2. Supervise and support the Affiliate Services Manager in her work:
   a. Organizing Annual Conference and other events to ensure that these meet the leadership and training needs of member organizations while advancing the strategic plan and priorities of the Girls Inc. network.
   b. Monitoring, through the Quality Standards process, affiliate compliance with membership requirements and standards.

3. Supervise and support the Operations Manager in her work:
   a. Leading the Girls Inc. Scholarship program.
   b. Managing compliance with membership requirements, including dues, insurance, tax reports and the annual survey.
   c. Accessing and managing data, creating reports, responding to information requests, and leading special projects.

4. Leverage quantitative data (Annual Affiliate Survey, Affiliate Model Assessment Tool) and qualitative knowledge (customized consulting, affiliate leadership relationships) to identify systemic needs and implement efficient systems to effectively meet them.

5. Develop the Peer Communities to serve as a mechanism for a) peer to peer support, idea generation and leadership development, and b) enhanced communication with the national organization to advance the strategic plan priorities.

6. Serve as an active member of the Management Team, demonstrating leadership in organizational planning, decision-making and building a culture of innovation, inclusion and investment in people across the national organization.

7. Assist in the coordination of fund development initiatives to support the delivery of the Girls Inc. Experience through high performing local organizations.

8. Develop and monitor Affiliate Services Department operating and project budgets and submit reports as needed.

9. Maintain knowledge of and contact with representatives of other girl-serving and youth development organizations and federated systems as
pertinent; and participate in related conferences and meetings as appropriate.

10. Provide leadership and support to special initiatives as requested.

11. Provide staff support to National Board committees and task groups as requested.

12. Act as a strong advocate and voice for girls and the Girls Inc. mission.

13. Encourage a work environment in which racial, ethnic, gender and religious differences are valued and managed productively.

14. Conduct other duties as assigned by the President/CEO and Chief Operating Officer.

**Supervisory Responsibilities:** Affiliate Engagement Directors, Affiliate Services Manager and Operations Manager.

**Other Responsibilities:** Primary responsibility to Chief Operating Officer to assist in the work of other departments as an integral part of Affiliate Relations team; to participate in staff meetings and Girls Inc. functions as requested and appropriate. To work collaboratively with other individuals and organizations on appropriate organizational matters.

**Qualifications:**
- Results-oriented executive, experienced in developing people and building strong effective teams.
- Track record leading, coaching and managing in a decentralized network.
- Masters degree in appropriate area of study preferred or equivalent experience.
- Experience in Girls Inc. preferred.
- Supervisory experience.
- General knowledge of specialized work with girls/young women and issues related to advocating for an equitable society.
- Flexibility, initiative, creativity.
- Must be able to appreciate, embrace and advance diversity and have experience working with multicultural populations
- Willingness to travel.

Applicants also must be able to make a commitment to honor and support **Girls Inc. Values**, which are:
- Recognize and support the strength in every girl;
● Respect the dignity of each human being and demonstrate genuine care and concern for the well-being of others;

● Understand and appreciate diversity, embrace inclusiveness, and advance equity;

● Drive for results anchored in integrity and accountability; and

● Collaborate for impact.

**Salary:** $122,642 annual salary

Competitive Benefits

**How to Apply:**

Interest applicants should send a cover letter and resume to humanresources@girlsinc.org. Please enter Director Affiliate Services in the subject line. No phone calls, please. **The position is open until filled.**

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.