Position Title: Associate Director of Affiliate Services
Job Location: Open
Responsible To: Director of Affiliate Services
Status: Full Time, Exempt

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.

Overall Function:
To assist the Director of Affiliate Services in providing 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 across departments, as well as externally, 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.

A. Principal Responsibilities

1. Provide support to Affiliate Engagement Directors to ensure steady, manageable progress towards all objectives and consistent service delivery to all affiliates through:
   a. Regular individual supervision to each AED, performance reviews, and access to professional development and consultation
   b. Analysis of Affiliate Model Assessment Tool (AMAT) data to identify individual and network-wide needs and strengths.
   c. Utilization of AMAT data to prioritize team work plans and professional development opportunities.
   d. Oversight and coordination of all regular network engagement activities such as Regional Meetings, Project Team work, and Coffee/Happy Hours.
   e. Assistance with the planning and implementation of large training and networking events such as Executive Leadership Roundtable and Annual Conferences.
   f. Oversight of ongoing technical assistance to affiliates, including site visits and virtual consultations, and as appropriate, engage in direct crisis and/or opportunity intervention.
g. Assistance with the nomination and election processes for regional representatives serving as members of the National Board.

2. Oversee launch of new affiliates and expansion of existing affiliates.
   a. Coordinate all aspects of new affiliate launch or affiliate expansion to ensure a consistent, successful process that aligns new affiliates and expansions with the Affiliate Model
   b. Provide support and guidance to new affiliate boards and executives during the start up of new affiliates or expansion of existing affiliates into new communities.

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

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

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

6. Conduct other duties as assigned.

B. **General**

1. To act as a spokesperson for Girls Inc. and as an 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:**

- Experience in Girls Inc. strongly preferred
- Commitment to gender equity.
- General knowledge of specialized work with girls/young women and related issues
- Working knowledge of Girls Inc. programming
- Results-oriented executive, experienced in developing people and building strong effective teams
- Experience in technical assistance, consultation and nonprofit management
- Strong verbal, written and presentation skills
- Strong computer literacy skills and information technology skills
- Flexible, takes initiative, creative
- Must be willing to travel including to regular Department and national staff meetings, and affiliate site visits as needed
- Ability to work effectively without daily supervision
- Must be able to appreciate, embrace and advance diversity, equity and inclusion, and have experience working with multicultural populations
- Masters degree in appropriate area of study preferred or equivalent combination of education and experience
- A minimum of three to five years supervisory experience
Starting salary is $85,000 annually.

How to Apply: Submit a cover letter and resume to humanresources@girlsinc.org.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER