Position Title: Special Projects Director  
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:  
The Special Projects Director’s primary responsibilities are to create and institute the inaugural Girls Inc. Alumnae Association in collaboration with the volunteer Alumnae Association President, and coordinate the Project Accelerate Leadership Council in collaboration with the Project Accelerate Steering Committee. The Special Projects Director will select and implement an alumnae engagement platform, and will be the primary moderator/host of the platform, responsible for recruiting alumnae to join the community, curating and/or creating content relevant to the alumnae, assisting the Association President with engagement efforts through the platform as well as through events, and assisting Affiliate Leaders to connect with alumnae. The Special Projects Director will work closely with the Association President on efforts to locate and recruit alumnae to join the association as well as all efforts to make the association highly engaging and beneficial to the alumnae in order to retain and attract more members to the community.

The Special Projects Director will also manage all aspects of the national scholarship program, and will serve as a resource and support to the affiliate network in their efforts to engage alumnae at the local level. This will include active involvement in Project Accelerate, a new program following Girls Inc. alum through college and into careers.

The Special Projects Director will serve as the staff coordinator of the Project Accelerate Leadership Council and will be the primary liaison between the Council and Project Accelerate Steering Committee. The Special Projects Director will be responsible for working with the Steering Committee on the identification and selection of Council members, and will coordinate the Council's work around the accreditation process.

Principal Alumnae Association Responsibilities:
1. Support the Alumnae Association President and Board including:
   a. Development of the Association, including its structure, governance
      and initial activities.
   b. General administrative support for the association
   c. Serve as a thought partner around alumnae engagement
   d. Assistance with event planning and staffing regional and national
      events
   e. Serve as primary link between the association, national, and the
      affiliates

2. Implement/moderate/host the alumnae engagement platform including:
   a. Recruit alumnae to join the community
   b. Curate and/or create content relevant to the alumnae and post to the platform
      ensuring that there is always fresh content available on the platform
   c. Assist the Association President with engagement efforts through the platform
   d. Assist Affiliate Leaders to connect with alumnae via the platform
   e. Perform routine migration of alumnae data from the platform to Salesforce

3. Maintain Salesforce database of national alumnae including basic contact
   information, local affiliate connection, educational and employment data

4. Maintain all social media accounts related to the national Alumnae Association
   including the national *Girls Inc. Alumnae Group* on Facebook to recruit and
   communicate with alumnae, share content, and link to the official Alumnae
   Association community platform.

5. Manage all aspects of the Girls Inc National Scholar Program including:
   a. Recruit and lead judges’ panels for review of applications and awarding of
      scholarships.
   b. Maintain and submit requests for disbursement of scholarship awards.
   c. Maintain the database of all applicants and award winners, including award
      balances.
   d. Arrange travel/agenda and supervise scholar attendance at national events.
   e. Coordinate with the Development team to oversee in-memoriam scholarships.
   f. Manage the National Scholarship Program budget.

6. Respond to both local affiliate and national staff requests for scholar alum
   information – for interviews, advisory groups, planning committees, etc.

7. Manage association membership dues.

**Principal Project Accelerate Leadership Council Coordination Responsibilities:**

1. Staff the Project Accelerate Leadership Council.
   a. Work with the Council and the Steering Committee to develop the long term role and ideal
      membership of the Leadership Council, and strategize and support member selection when
      expansion is appropriate
   b. Coordinate meetings between the Leadership Council and the Steering Committee as needed
   c. Coordinate the work of the Leadership Council to develop the Project Accelerate
      Accreditation process including exploring other accreditations that might serve as models
d. Provide support to the council and act as a liaison between the council and the Steering Committee.

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. Ensure that all projects are delivered on-time, within scope and within budget.

**Qualifications:**

- Bachelor’s degree in business, management, or related field required
- Experience utilizing Salesforce or similar CRM system required
- Strong verbal, written and presentation skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Proven success working with all levels of management
- Strong project management experience and knowledge required
- General knowledge of specialized work with girls/young women and related issues
- Experience in technical assistance, consultation and nonprofit management,
- Willingness and ability to travel as needed, including to regular Department and national staff meetings, as well as conduct site visits to affiliates if necessary
- Must be able to appreciate, embrace and advance diversity, equity and inclusion, and have experience working with multicultural population

**Preferred Qualifications**

- Girls Inc. alumna
- Experience in Girls Inc.
- Working knowledge of Girls Inc. programming
- Experience utilizing Salesforce
- Five years management, or project management, experience preferred.
- Masters Degree in business, management, or related field
- Project Management Professional (PMP) certification

Starting salary is $75,000 annually.
How to apply: Send resume and cover letter to humanresources@girlsinc.org.

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