



Executive Director

Girls Inc. of Tennessee Valley

The mission of Girls Inc. of Tennessee Valley (GITV) is to inspire all girls to be **strong, smart,** and **bold** by focusing on the development of the whole girl so that she learns to value herself, takes risks, and discovers and develops her inherent strengths. The combination of long-lasting mentoring relationships, a pro-girl environment, and evidence-based programming equips girls to navigate gender, economic, and social barriers to help girls grow up healthy, educated, and independent. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities and rights for all girls.

Overview

Reporting to and collaborating with GITV's Chair and Board, the Executive Director (ED)'s responsibility is to execute GITV's mission through the strategic leadership of the organization. The ED is primarily responsible for funding development by maintaining relationships with existing donors and identifying new fundraising opportunities. The ED will be expected to meet or exceed GITV's current fundraising goal (i.e. \$110,000). The ED is also responsible for developing, managing, and inspiring an effective and competent staff to help execute GITV's mission. The ED with the Board also ensures long-term plans are set and followed for the ongoing success of GITV.

In addition, the ED represents GITV to create partnerships with both governmental and private institutions and organizations in the community and will be the primary point person in media and with Girls Inc.'s corporate office. Furthermore, the ED is the lead for GITV's programs throughout the area, manages GITV's finances prudently, and ensures compliance with nonprofit/legal requirements.

Key Responsibilities

Funding development

- Leads funding development for the organization to support the delivery of programs and sustain operations;
- Identifies and cultivates potential donors while strengthening relationships with existing donors;
- Creates and implements plans to diversify GITV's portfolio of donors;
- Develops relationships to secure grants from foundations, corporations, and/or government agencies; and
- Designs and implements fundraising and development efforts.

Executing the vision/mission

- Develops and executes programs to address the developmental, emotional, behavioral and academic needs of girls in local communities;
- Serves as lead spokesperson for the organization in PR venues and opportunities;
- Serves in the community as a liaison to partnerships and coalitions related to girls and youth development issues; and
- Represents GITV in the community with civic leaders and with strategic partners to further develop GITV's programs.

Developing, managing, and leading people

- Provides compelling leadership to maintain an open and collaborative work environment that attracts, retains, and motivates a diverse staff of top-quality people who are committed to the mission;
- Responsible for recruitment, employment, and training of all employees and volunteers;
- Ensures that sound human resource practices are in place including job descriptions, annual performance appraisals, and ongoing training;
- Manages and supports an effective management team;
- Encourages professional development for staff and volunteers; and
- Promotes active and broad participation by volunteers in all areas of the organization.

Strategizing and managing change

- Maintains a working knowledge of research and trends in girl's issues and in youth development by staying abreast of emerging innovative programs in the field;
- Listens for emerging trends from staff and community partners, and translate new ideas into action;
- Develops strategies that implement the major programmatic directions consistent with GITV's current strategic plans;
- Works collaboratively with Board and staff to develop a long term strategic plan;
- Ensures that the budget, staff and priorities are aligned with the core mission and goals for the future; and
- Continually assesses progress against goals and establishes effective decision-making processes, and course corrects as needed.

Building internal and external partnerships

- Actively engages local schools to create collaborative programs and activities;
- Establishes sound working relationships and cooperative agreements with program partners, neighbors, community leaders and organizations;

- Partners with Board leadership to assure the Board has the capacity to effectively and fully engage in governing, supporting programs, and undertaking fund development for GITV; and
- Proactively seeks and strengthens Board involvement to ensure long-term success and viability.

Managing GITV

- Creates and implements a sound financial plan and annual budget for GITV that ensures its ongoing success;
- Responsible for financial, human resource, and data systems necessary to support staff in the delivery of GITV programs;
- Communicates regularly with Girls Inc.'s corporate office to implement national goals relevant to the organization and local communities served;
- Maintains official records and documents, and ensures compliance with federal, state and local regulations;
- Maintains policies to ensure legal parameters of the organization and safety of all constituents;
- Ensures sound and prudent oversight of endowed funds and all organizational assets;
- In conjunction with the Board chair, conducts official correspondence of the organization, and execute legal documents; and
- Ensures that all facilities are capable of meeting the needs of the staff, volunteers, and girl participating in GITV programs.

Minimum Qualifications

- Bachelor's Degree required, preferably in non-profit management, educational administration or another relevant discipline. Master's degree preferred;
- Minimum of five (5) years of senior nonprofit management experience;
- Minimum of five (5) years of successful nonprofit fund raising with in-depth knowledge of various fundraising strategies and donor relations;
- Extensive experience researching deadlines, drafting grant requests and submitting reports for grant approval;
- Strong budget management skills, including budget preparation, analysis, decision-making and reporting;
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams;
- Experience working with a board of directors with the ability to cultivate existing board member relationships;
- Strong marketing and public relations experience with the ability to engage a wide range of stakeholders and cultures;

- Strong work ethic and high level of personal integrity;
- Extensive experience working successfully in diverse teams and settings;
- Strong interpersonal skills to easily relate with clients, donors, volunteers, staff and girls participating in GITV programs;
- Strong financial acumen and business management skills; and
- High degree of political acumen, including strategic collaboration skills to develop, evaluate and deliver innovative, meaningful programs with third parties.

This search is being conducted by the Executive Committee of Girls Inc. of Tennessee Valley.

Please visit <https://www.girlsinctnv.org/> to apply.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER