

**Position Title:** Affiliate Engagement Director  
**Job Location:** Remote  
**Responsible to:** Associate 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. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at [www.girlsinc.org](http://www.girlsinc.org).

**Overall Function:**

The purpose of the Affiliate Services Department is to ensure that all affiliates are receiving the optimal level of support, education, and resources needed to be resilient and sustainable organizations that provide the highest quality Girls Inc. Experience to girls in their communities. The Affiliate Services Department also serves as the conduit for advancing the national Strategic Plan priorities by tapping into knowledge and expertise from across the network; recognizing innovative ideas within the network and elevating them network wide; while also affirming our fundamental commitment to advancing diversity, equity and inclusion. The Affiliate Engagement Directors are central to this work.

**Principal Responsibilities:**

**Affiliate Services**

- To serve as the primary point of contact between the national organization and assigned Affiliates (average caseload 18-20) to create and foster an open, positive relationship with affiliate leadership.
- To serve as a liaison between the Affiliates and the national organization providing access to resources and making introductions between appropriate personnel as needed.
- Provide a minimum of 1:1 monthly contact with each affiliate recognizing that affiliates may require higher levels of support from time to time. This contact will primarily be with Affiliate Executives, but may also include interim executives, board chairs, and other affiliate leaders.
- Provide support and guidance to affiliate boards during the executive recruitment and hiring process.
- Provide Executive Onboarding for new Affiliate Executives.
- To work with Affiliates to build their capacity to effectively impact the lives of girls in their communities, by identifying, developing and sharing resources for management and board development through the fostering of cross departmental collaboration.

- To assess needs, broker and provide management, governance and other capacity-building activities to assigned Affiliates and to secure training and other support from appropriate national staff.
- To organize, coordinate and support selected regional gatherings, project groups, coffee/happy hours, and affinity groups which advance the Network's priorities and provide support to the Affiliates.
- Manage any grant budget(s) as assigned.
- To assist with the planning and facilitation of events, conferences and Executive Leadership Roundtable.
- Provide resources and support Affiliates in meeting Affiliate Model Assessment Tool (AMAT) requirements.
- To monitor, through AMAT and Quality Standards processes, Affiliate compliance with network membership requirements, minimum standards and standards of excellence.
- Provide targeted consultation based upon AMAT results, as well as issues identified through conversations with affiliate leadership/staff/others, or observed during site visits.
- Participate as needed in Affiliate Model Review Committee (AMRC)
- Actively partner with Affiliate Services colleagues and other national staff to ensure the achievement of collective strategic goals and objectives.
- Work with the Affiliate Services team to develop tools and strategies that will help affiliates build capacity to serve more girls.
- Provide support to Administrative Services and follow through on dues, membership compliance, annual surveys, affiliation, probation and disaffiliation.

### **Expansion and Growth**

- To work with Affiliates to develop and implement a growth plan and/or a plan to strengthen the capacity of the organization, especially in relation to mission and program delivery, to serve more girls.
- Provide information and technical assistance to newly forming organizations.

### **General**

- To act as a spokesperson for Girls Inc. and as a vigorous advocate for girls.
- To participate in, and assist in carrying out, all nationally sponsored events as requested; accept special assignments as requested by the Associate Director of Affiliate Services, Vice President, Affiliate Services; COO or CEO.
- To participate in related conferences and meetings of other organizations.
- To develop, manage and submit reports as requested in a timely fashion.

### **Qualifications:**

- Girls Inc. executive or management experience strongly preferred.
- Demonstrated capacity to work with boards of directors and strong managerial experience and knowledge.
- General knowledge of specialized work with girls/young women and related issues.
- Working knowledge of Girls Inc. programming preferred.
- Capacity to work cooperatively on a team and within the organization.
- Experience in technical assistance, consultation and nonprofit management.
- Strong verbal, written and presentation skills.
- Strong computer literacy and information technology skills, and willingness to learn and use new technologies required. Current knowledge and use of Google Suite Apps (Gmail, Google Calendars, Google Docs, etc), Microsoft Office, video conferencing platforms is preferred.
- Ability to analyze and utilize data to inform our collective work in supporting the affiliate network preferred.
- Commitment to gender equity.
- Flexibility, initiative, creativity.
- Willingness and ability to travel extensively.
- Ability to work effectively without daily supervision.
- Must be able to appreciate, embrace and advance diversity, equity and inclusion, and have experience working with diverse populations
- Bachelor's degree required.

**Minimum Annual Salary: \$90,000.**

**To Apply:** Interested applicants should send a cover letter and resume to [humanresources@girlsinc.org](mailto:humanresources@girlsinc.org). Please enter Affiliate Engagement Director in the subject line.

### **GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

At Girls Inc., we create a diverse, inclusive, equitable environment where all can thrive, as that is what is required to inspire all girls to be strong, smart, and bold. Girls Inc. seeks to hire, retain, and personally and professionally support talented people who come from a wide range of races, ethnicities, cultures, nationalities, ages, gender identities, sexual orientations, religions, socioeconomic backgrounds, and abilities. We believe that when we bring together a diverse employee community and make a sincere and intentional commitment to equitable and inclusive policies, practices, and actions, we are a better organization. Seeking out a range of ideas and perspectives leads to better problem-solving. Working in diverse teams broadens dialogue and promotes creativity, ultimately enhancing our effectiveness as we executive our mission and model the world we want to see.

Revised 4/23.