

Girls Inc. of Bay County Position Description

**Executive Director
05/15/2023**

Position: Executive Director

Classification: Full-time, regular, salary

Reports To: Board of Directors

Overview of Position:

The Executive Director will lead the development and attainment of Girls Inc. of Bay County strategic goals. The Executive Director will lead a team of professionals and serve as the face of the agency to community leaders, donors, volunteers and supporters of Girls Inc.

Primary Responsibilities:

1. In collaboration with the Board of Directors, provide leadership for the development, implementation and regular review/update of the organization's strategic plan.
2. In collaboration with the Board of Directors, provide leadership for the development, implementation and regular review/update of the fund development plan.
3. Fundraise and create conditions for financial success, including soliciting major gifts and working alongside the board and staff to develop actionable fundraising plans.
4. In collaboration with the Board of Directors, develop, implement, and monitor annual operating budget.
5. Use performance measurements to guide strategic and operational plans.
6. Work with board officers to develop a strong Board of Directors that is diverse, and representative of the population served, varied in skills and experience, knowledgeable of and willing to engage in all responsibilities of the board.
7. Provide leadership, supervision, development, and motivation to all agency employees to ensure that the organization has the staff with the appropriate skills, knowledge and abilities to effectively deliver the Girls Inc. Experience.
8. Provide positive brand visibility and engagement in the community to help cultivate a diverse donor base and support for the programs.
9. Actively engage in the identification, cultivation, and stewardship of donors, sponsors, and community supporters.
10. Provide sound fiscal management and oversight to all aspects of the organization including active participation in the Finance Committee.
11. Develop a trusted mentoring relationship with program participants.
12. Serve as an advocate for girls and teach girls how to advocate
13. Ensure that Girls Inc. of Bay County maintains its status as an "affiliate in good standing" with the national organization, and that the affiliate adheres to all requirements outlined in the affiliation agreement.

14. Work with the Facilities Committee and the consulting firm to manage all aspects of the FEMA process and construction for the new building.
15. Complete associate annual performance evaluations in a timely manner.

Secondary Responsibilities:

1. Represents organization on such committees or boards as needed or requested by the Board of Directors; participates in interagency collaboration.
2. Participate in staff meetings and conferences to share ideas, updates, and concerns; and work collaboratively with other staff to meet goals and achieve staff performance objectives.
3. Participates in periodic assessment of own performance and develops own goals and objectives.
4. Tend to all tasks needed for organizational success.

Qualifications:

1. Bachelor's degree preferred. Advanced or equivalent experience preferred.
2. Minimum 5-10 years of demonstrated success in staff leadership, fundraising, partnership development, public relations, marketing, and financial management within a non-profit organization or as an integral part of the candidate's role is required.
3. Inclusive leadership style that endorses delegation and collaboration with clear decision-making authority is required.
4. Must possess strong verbal and written communication skills. Must be able to communicate well with groups and individuals.
5. Strong computer skills required including good working knowledge of all Microsoft Office applications. Website management and social media marketing are a plus.
6. Must be able to lift and carry at least 25 lbs.
7. Must possess a valid Florida driver's license. Ability to drive a 14-passenger van required.
8. Must pass Level I and Level II criminal background screening.
9. Must pass pre-employment drug test and be able to adhere to agency drug free workplace policies including compliance with random drug testing.
10. Willing to work evenings and weekends, as needed.
11. Must complete 20 hours of ELC preservice training.
12. CPR and First Aid certification required.

Girls Inc. of Bay County is an equal opportunity employer.

For consideration, please send your cover letter and resume to resume@girlsincofbaycounty.org. For more information about Girls Inc. Bay County, visit www.girlsincofbaycounty.org