POSITION PROFILE

Chief Executive Officer
Girls Inc. of Boston and Lynn
Boston/Lynn, MA
ABOUT GIRLS INC.

Girls Inc. of Boston and Lynn is part of a national nonprofit organization whose vision - **Empowered Girls in an Equitable Society** - guides its mission of building the new generation of strong, smart, and bold leaders. For nearly 160 years, Girls Inc. has been evolving girls, equipping, and supporting them to meet the challenges and the opportunities of the day as we envision and advocate for a more equitable and sustainable future. Girls Inc. programming addresses all aspects of a girl’s life to be healthy physically and mentally, educated through academic enrichment and support, and independent through life skills. Programs are delivered in a safe and supportive girl-focused environment where all girls can be themselves and are given the skills to achieve their personal best. Programming includes literacy, STEM, healthy sexuality, economic financial literacy, leadership, advocacy, mentoring, academic support, and media literacy.

LEARN MORE
Girls Inc. website
THE OPPORTUNITY

The Chief Executive Officer (CEO) is responsible for the strategic leadership of the organization and oversight of all Girls Inc. programming for Lynn and Boston. The CEO is responsible for managing staff, program administration and interfacing with the National Girls Inc. organization. The CEO partners with the board of directors to ensure long-term planning; strong fund development success; and representation of Girls Inc. in the community – all leading to continuous and healthy growth. The CEO has primary responsibility for building partnerships with schools, government and community organizations, foundation officers, corporate and individual donors in an effort to grow donations, funding, and grants for the benefit of the programs we offer to the girls.

The CEO ensures the prudent management of finances; developing and rewarding an effective, culturally competent staff; assuring that nonprofit/legal requirements are met; advocating for the rights and needs of girls, and inspiring staff and volunteers to motivate girls to be Strong, Smart and Bold.
KEY RESPONSIBILITIES

STRATEGIC & VISIONARY LEADERSHIP

• Managing Vision and Purpose: Communicates a compelling and inspired vision and ensures the implementation of the organization’s mission. Facilitates continuous and healthy growth by engaging the team in long-range strategic planning for achieving its mission and evaluates progress toward goals. Maintains a working knowledge of research and trends in girls’ issues and in youth development.

• Strategic Agility: Anticipates future consequences and trends along with the potential impact on the organization. Plans and implements short-intermediate- and longer-term opportunities. Provides leadership in developing program, organizational and financial plans with the Board of Directors and staff and implements Board authorized policies and plans in a timely manner.
EXECUTIVE & ORGANIZATIONAL LEADERSHIP

- **Organizational Agility:** Knowledgeable about how the organization works; understands the culture of organization and can pivot when needed under certain circumstances.

- **Integrity and Trust:** Is proactive in building trust; is a direct, truthful individual; keeps confidences; admits mistakes.

- **Communication:** Ability to communicate effectively orally, auditorily, visually, in writing, in presentations to broad and diverse audiences. Has commanding presence and can effectively represent the organization to outside contacts/constituents.

- **Decision Quality:** Uses a mixture of analysis, experience and judgment to make sound decisions for positive impact on the organization. Seeks out others for advice, solutions and to be a sounding board.

- **Culturally Competent:** Deeply committed to diversity, equity, inclusion and belonging to foster an environment of inclusiveness. Models cultural competence as an ongoing learning experience for all personnel; incorporates diverse cultures, ethnicity, languages and abilities into delivery of programs, materials and communication.

- **Business Acumen:** Knows how businesses work; understanding of nonprofit accounting, funding and has the ability to read financial data to make decisions to preserve and strengthen the financial health of the organization. Maintains policies, official records and documents to ensure the legal and regulatory compliance of the organization and the safety of its constituents.

- **Human Resources, Supervision and Staff Development:**
  Oversee the recruitment, employment, development and management of all employees and volunteers, ensuring diverse candidates are considered for new positions. Ensures that sound human resource practices are used including maintaining an employee handbook, job descriptions, annual performance appraisals, salary/bonus disbursements, ongoing coaching, mentoring, and training.
PARTNERSHIPS & EXTERNAL RELATIONS

- **Political Savvy**: Ability to perceive complex interrelationships among situations and the implications of those complexities. Serves in the community as a liaison to partnerships and coalitions related to girl and youth development issues. Creates and strengthens consensus around working relationships and cooperative agreements with program partners, community leaders and organizations.

- **Fund Development and Fundraising**: Working in close partnership with the Director of Development, helps design and execute key fundraising efforts for the organization; understands revenue development, donor cultivation and stewardship; oversees the development of strategic grant proposals and reports.

- **Marketing and Public Relations**: Is the face of Girls Inc. of Boston and Lynn and as such manages the overall public image, marketing, and promotional functions to demonstrate the value of the organization in the lives of girls and as a result, to the communities where they live and to which they will contribute as strong, smart, and bold women.

- **Volunteer Management**: Knowledge of volunteer recruitment, retention, recognition and risk management strategies. Aligns needs of programs and staff with volunteer contributions. Promotes active and broad participation by board members, advisers, and supporters in all areas of the organization.
ESSENTIAL KNOWLEDGE AND SKILL REQUIREMENTS:

- Bachelors’ Degree in a human service field, business, or related field.
- Minimum of 10 years of experience in leadership and management positions.
- Demonstrated knowledge of youth development concepts and of the legal and developmental basis for single gender programming.
- Ability to educate the board in its governance responsibilities, particularly in its fund development and organization capacity responsibilities, providing the board with the tools to carry out its responsibility.
- Ability to lead a staff team to develop and implement a tactical plan that provides programming and services that align with the organization’s strategic plan and vision.
- Demonstrated financial analysis and management skills, especially in a grant-funded nonprofit organization.
- High technological skills to modernize day-to-day management of the organization.
- Demonstrated ability to solve problems and to make difficult decisions in personnel, finance and programming.
- Demonstrated success in fundraising and fund development.
- Outstanding communication skills and comfort in speaking publicly in large or small gatherings for networking and fundraising.
- Demonstrated ability in incorporating diverse cultures, ethnicities, languages, identities and abilities both within an organization and with the community.
- Familiar with the community’s educational and non-profit culture.
- Desired skills include ability to speak Spanish.
- Experience in overseeing the management of property and facilities is a plus.
Liz Lombard and Angie Sessoms of Koya Partners have been exclusively retained for this search. To express your interest in this role please fill out our Talent Profile or email Angie directly at asessoms@koyapartners.com. All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email NonprofitSearchOps@divsearch.com. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

Girls Inc. is committed to creating a diverse, inclusive, and welcoming workplace. We are proud to be an equal opportunity employer and we encourage all qualified candidates to apply.

ABOUT KOYA PARTNERS

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

Learn more about how we can help you with your search on the Koya Partners website.