



Girls Incorporated
Of Westchester County

Girls Inc. Westchester seeks EXECUTIVE DIRECTOR

Overview

Founded in 2007, Girls Inc. Westchester is seeking to hire a dynamic Executive Director. Girls Inc. inspires all girls to be strong, smart, and bold. 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 and address the systemic barriers that impede girls' success, particularly girls in low-income communities and girls of color.

Our model is simple but effective. Girls Inc. gives girls the right tools and support to succeed, including trained professionals who mentor and guide them in a safe, girls-only environment – typically in schools or community centers – peers who share their drive and aspirations, and research-based programming. Girls Inc. girls learn to set and achieve goals, boldly confront challenges, resist peer pressure, see college as attainable, and explore nontraditional fields such as science, technology, engineering and math (STEM). In our programs we teach girls how to use their knowledge and strength to promote positive change for themselves and their communities.

We are excited to welcome to our organization a servant leader with an unstoppable passion for enabling others to be the best they can be. A great addition to our team will have extraordinary emotional intelligence, be humble, persuasive and have the leadership capability to manage and strategically grow the organization. Our ED will leverage her unique balance of financial and operational acumen with an entrepreneurial approach to drive the creation of amazing programming and the funding to support it. Above all our ED who embodies the vision of our organization through Strong, Smart and Bold behaviors.

Girls Inc. is a 150 year old national non-profit organization serving over 138,000 girls ages 6 to 18 annually through a network of 90 affiliates located throughout the U.S. and Canada.

Role and Responsibilities

Reporting to the board of trustees, the Executive Director is responsible for providing vision, leadership and management to the Girls Inc. Westchester organization, comprised of a small yet impactful staff and a cadre of dedicated volunteers. Above all, the Executive Director is charged with crafting and leading the implementation of a fund raising strategy and growing resources to build and sustain our organization in Westchester communities. This will entail cultivating relationships with current and potential donors – including individuals, corporations and other institutions, current and prospective board members and volunteers as well as representatives of local government and community-based organizations across Westchester County.

Working closely with the board and staff, the Executive Director will develop and implement the annual goals designed to achieve the short- and long-term strategic priorities for Girls Inc. Westchester.

Fundraising

- Fundraising is a primary function of the role with approximately 50% of time spent on this important work.
- Design and drive fundraising and development efforts with a view to diversifying funding streams to support existing program operations and expand capacity to implement the strategic plan.
- Identify and cultivate potential donors and continue to strengthen relationships with existing donors.
- Communicate the vision of the organization in an exciting and compelling way.

Leadership

- Provide day-to-day leadership, oversight and direction to the staff and volunteers. Lead, coach, develop, motivate and inspire the staff and volunteers to support our mission and work.
- Sustain a positive work environment by maintaining a culture of openness, collaboration and cooperation.
- Collaborate with the board in defining the strategic direction and priorities. Oversee and support the active engagement of board members, funders, volunteers, event committees, and partner organizations.

Board Development

- Develop, maintain, and support a strong board. Serve as ex-officio member of each board committee.
- Proactively seek and strengthen board involvement to ensure long-term success and viability.
- Identify and develop relationships with potential board members and volunteers.

Program Excellence

- Collaborate with the Program Manager to develop a strategic curriculum plan and ensure best practices are in place to execute a robust implementation plan.
- Hold team accountable to deliver monthly program commitments with programmatic excellence.
- Ensure effective systems are in place for rigorous program evaluation to track and evaluate program progress.

Administration and Operations

- Establish/ensure effective and efficient systems, processes and procedures are in place to deliver on commitments and achieve the annual goals and strategic priorities.

Communicator/Ambassador

- Raise Girls Inc. Westchester's visibility as a leader in the field of youth development. Be a proactive and effective ambassador to all external stakeholders including but not limited to funders, partners, the youth development community, school administration, media, government and other community-based organizations.
- Interface effectively with members of the Girls Inc. national organization. Be knowledgeable in their strategy, practices, resources, etc. Leverage the resources available for the benefit of our local affiliate.
- Effectively communicate goals and outcomes to the board, funders, and other stakeholders.

Requirements and Qualifications

- College degree required, preferably in a relevant discipline such as non-profit management or educational administration; advanced degree in education, youth development or other relevant field is highly desirable.
- Minimum of eight years of leadership experience, with a track record of effectively leading outcomes-based programs, and fundraising experience that includes securing funding from diverse sources.
- Experience working with youth or in education a must.
- Fundraising experience and a demonstrated history of fundraising success.
- Strong leadership skills and qualities and the ability to effectively lead, manage, coach and develop a high performing team.
- Strong financial acumen. Prior experience managing an operating budget is required. Comfort level making data based decisions and using different types of data effectively to evaluate programs, opportunities, etc.
- Superior organizational skills and ability to leverage talent on the team and juggle multiple competing priorities.
- Experience working with a board of directors is a plus.
- Strong understanding of marketing and public relations and the skills to engage a wide range of stakeholders and cultures.
- Desire to work in an informal but highly energetic, mission driven environment that thrives on entrepreneurial spirit and collaborative engagement.
- Exceptional speaking, writing and presentation skills; a compelling and passionate communicator with excellent interpersonal skills.
- Demonstrated ability to work with people of diverse backgrounds and interests.
- Ability to think strategically while also having a hands-on approach to getting things done.
- Excellent judgment. Personal qualities of integrity, self-awareness, positive attitude, mission-driven, and self-directed.
- Demonstration of strong, smart and bold behaviors.
- Have the ability to travel to Westchester schools and lift and transport materials of up to 15 pounds.

Salary Range: \$90,000-\$110,000; commensurate with capability.

To Apply

Please apply to our posting for Executive Director, Girls Inc Westchester on [Indeed.com](#).