



EXECUTIVE DIRECTOR JOB DESCRIPTION

Job Title: Executive Director
Location: New Orleans, LA
Reports To: Board of Directors
FLSA Status: Exempt

Organization Summary

Girls on the Run New Orleans is a local nonprofit organization that operates in agreement with Girls on the Run International and is dedicated to creating a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams. We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. Our program currently serves the Greater New Orleans area. In 2019, over 600 girls participated in our life changing program in this territory.

The Girls on the Run program provides a safe and interactive way to learn about healthy living which includes an introduction and education on important topics such as goal setting, cooperation, healthy decision-making, and self-respect, while training for a 5K event. The innovative curriculum teaches girls to listen and open up while also encouraging them to commit to a healthy lifestyle and harness the inner strength that they possess. Our important mission is accomplished by giving girls the tools to make positive choices for a healthy body and mind, while reducing the many risks they face today. Girls on the Run believes that all girls and communities should have access to our programs. We strive to eliminate barriers to participation, to continue creating programming that engages all communities, to be intentional about staff and volunteer diversity and to promote a culture of inclusion across the organization.

Position Responsibilities

The Executive Director is a highly skilled, passionate nonprofit professional that provides leadership, vision and direction to the council and the broader Girls on the Run organization, ensuring the implementation of our mission. The Executive Director represents the council to the public, leads organizational development and strategic planning, optimizes financial performance, oversees program delivery in the designated territory, builds donor relationships and oversees personnel. The Executive Director works closely with the council Board of Directors, Girls on the Run International Headquarters and is responsible for expanding systems and procedures to accomplish the mission and reach the strategic goals set forth by the board.

Operational and Staff Management

- Develop and foster a strong and open dialogue with the Board of Directors and Girls on the Run International
- Maintain appropriate staffing structure; oversee recruiting, training, development, and evaluation of staff.

Program Development and Strategic Planning



- In coordination with board and staff, plan for the direction and leadership of the overall program; develop and implement a council growth plan that addresses program and site development strategies
- Ensure quality programming
- Demonstrate an understanding of GOTR Key Performance Indicators (KPIs), tracking progress and determining strategies that meet organizational goals
- Cultivate relationships with coaches, donors, parents, participants, sponsors and volunteers
- Oversight and management of end of season 5ks
- Serve as an ambassador to represent Girls on the Run's mission and programs

Organizational Administration

- Ensure compliance with all laws and guidelines governing nonprofit organizations and the Girls on the Run International Membership Agreement, Policies and Guidelines.
- Develop and implement necessary policies and procedures
- In coordination with the Board, identify and plan for infrastructure growth to parallel growth of program
- Establish efficient business systems and strategies and ensure appropriate implementation.
- Utilize internal systems and technology to set goals and make decisions.
- Maintain ethical standards and accountability, manage risk, perform due diligence, and implement operational best practices.
- Execute all financial, operational and programmatic reports to GOTR-I and to state and local funding agencies in a timely manner

Fund development and Community Relations – with appropriate staff, committees and board

- Develop diverse funding streams and long-term plans to best support the mission and goals of the organization.
- Oversee fundraising efforts including sponsorship, donor cultivation, solicitation and stewardship, grants, special events, etc.
- Prioritize donor cultivation, relationship building and stewardship.
- Develop collaborative projects/partnerships with community providers.
- Develop relationships with the local media and serve as the Girls on the Run primary contact to market the program and build additional community support
- Partner with Girls on the Run International to maximize Cause Related Marketing and other national opportunities locally.
- Collaborate with staff and marketing committee to execute marketing and communication initiatives.

Finance – with Treasurer, finance staff and appropriate committees

- Ensure optimal financial performance and sustainability of the council.
- Maintain processes for proper record keeping and internal financial controls.
- Assist Board of Directors with development and management of annual budget.
- With the Treasurer and finance staff, review and report all financial activities to the board on a regular basis.
- Review and analyze financial activities (income and expense) to discern trends, identify areas of improvement, address problems and develop forecasts.



Qualifications:

The ideal candidate will be comfortable engaging in both strategic activities as well as taking a hands-on role with regards to program execution and administrative issues.

- BA or BS degree preferred
- Minimum of three to five years of demonstrated experience with organizational management
- Demonstrated ability to build and lead teams
- Prioritizes and excels in relationship building
- Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
- Demonstrated financial acumen (experience budget development, oversight and forecasting)
- Ability to prioritize and make efficient and effective decisions
- Strategic planning experience (creation and implementation)
- Fundraising success for a budget of \$300,000 and larger
- Resilient and ambitious/entrepreneurial spirit
- Experience working with and building a strong and engaging Board of Directors
- Connections to the local community
- Experience with Girls on the Run (or other similar youth or wellness programs) preferred
- Passion for the Girls on the Run mission and the ability to comprehend and effectively communicate issues surrounding empowerment, self-esteem, body image and whole-person health

Compensation and Benefits Information: Hiring range: \$55,000-\$60,000.

Applications Instructions: Please submit both a cover letter and a resume. In your cover letter, please highlight your experience along with the opportunities you see available to Girls on the Run New Orleans. Share how your experience and expertise will capitalize on the potential and possibilities, ensuring success and sustainability for the organization. Reference may be asked for at some point in the recruitment process.