



EXECUTIVE DIRECTOR JOB DESCRIPTION

Job Title: Executive Director
Location: GOTR of Lancaster and Lebanon
Reports To: Board of Directors
Status: Full Time, Exempt

Organization Summary

Girls on the Run of Lancaster and Lebanon 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. 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.

Girls on the Run believes that all girls and communities should have access to our programs. We warmly welcome the participation of any child who identifies as “girl”, non-binary, or gender expansive in 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.

Our program currently serves Lancaster and Lebanon Counties. Since founding in 2009, close to 17,000 girls have crossed our 5K finish line and on average 2,200 girls participate in our life-changing program each year.

Position Summary

The Executive Director is a highly-talented nonprofit professional and game changer who provides leadership, vision and direction to the council and the broader Girls on the Run organization. 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 an engaged team. The Executive Director works closely with the council’s Board of Directors, Girls on the Run International Headquarters, and Junior Board and is responsible for expanding systems and procedures to accomplish the mission and reach the strategic goals set forth by the board.

The Executive Director develops organizational strategy, sound practices and supportive relationships, both internally and externally, resulting in cooperative and effective collaborations and partnerships that further the mission of Girls on the Run.

Position Profile

The Girls on the Run® Executive Director (ED) must possess a passion for, and commitment to, improving the lives and opportunities of girls in third through eighth grades. The ED continually is enhancing the “continuum of confidence” that all engaged stakeholders enjoy.



Some of the key responsibilities falling within these areas include:

Operational and Staff Management

- Attracting, developing and retaining a diverse and engaged staff
- Developing and fostering a strong and open dialogue with Board of Directors and Girls on the Run International.
- Maintaining appropriate staffing structure; overseeing recruiting, training, development, and evaluation.

Program Development and Strategic Planning

- Planning, in coordination with Board and staff, for the direction and leadership of the overall program; developing and implementing a council growth plan to address program and site development strategies with a lens of Inclusion, Diversity, Equity and Access.
- Ensuring the successful implementation of quality programming.
- Demonstrating an understanding of GOTR Key Performance Indicators (KPIs) and tracking progress toward meeting organizational goals.
- Cultivating relationships with coaches, donors, parents, participants, sponsors and volunteers.
- Overseeing management of end of season 5K's.
- Acting as ambassador for Girls on the Run's mission and programs.
- Overseeing all committees, including purpose and outcomes.

Organizational Administration

- Ensuring that the organization remains in compliance with laws and guidelines governing nonprofit organizations and the Girls on the Run International Membership Agreement, Policies and Guidelines.
- Retaining and enhancing a governance culture.
- Developing and implementing necessary policies and procedures.
- In coordination with the Board, identifying and planning for infrastructure growth to parallel growth of program.
- Establishing efficient business systems and strategies and ensuring appropriate implementation.
- Maintaining ethical standards and accountability, manage risk, perform due diligence, and implement operational best practices.
- Executing all financial, operational and programmatic reports to GOTR International and to state and local funding agencies in a timely manner.
- Managing fund development and community relations.
- Developing diverse funding streams and long-term plans to best support the mission and goals of the organization in collaboration with appropriate staff, committees and Board of Directors.



- Overseeing fundraising efforts including sponsorship, donor cultivation, solicitation and stewardship, grants, special events, etc.
- Actively participating in donor cultivation and solicitation.
- Developing collaborative projects/partnerships with diverse community providers.
- Developing relationships with the local media and serve as the Girls on the Run primary contact to market the program and build additional community support.
- Partnering with Girls on the Run International to maximize Cause Related Marketing and other national opportunities locally.

Finance

- Ensuring optimal financial performance of the council with Treasurer, finance staff and appropriate committees.
- Maintaining processes for proper record keeping and internal financial controls.
- Assisting Board of Directors with development and management of annual budget.
- Reviewing and reporting all financial activities to the board on a regular basis in conjunction with the Treasurer and finance staff.
- Reviewing analysis of financial activities (income and expense) to discern trends, identify areas of improvement, address problems and develop forecasts.

Qualities

The ideal candidate will: be comfortable engaging in strategic activities as well as taking a hands-on role with regards to program execution and administrative issues. Have a growth mindset and strong leadership talent with a focus on optimizing strengths. Be a thought leader with kind, intentional, balance of vision and detail. Have governance experience, media relations knowledge, financial leadership, long term planning, writing talents, technology knowledge. Be a connector, team player and have the talent to maximize potential of GOTR staff and volunteers. Have the ability to multitask, prioritize and make efficient decisions while remaining flexible and adaptable. Be an innovative, open hearted, and entrepreneurial thinker.

Required Qualifications

- 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.
- Bachelor's degree or equivalent level of experience.
- Minimum seven years of demonstrated experience with organizational management
- Demonstrated ability to build and lead teams
- Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
- Demonstrated experience setting and managing budgets and financial forecasting

Preferred Qualifications

- Strategic planning experience



- Succession planning experience
- Experience with Girls on the Run or other youth or wellness programs
- Non-profit management experience
- Fundraising experience
- Experience working with a Board of Directors
- Connections to the local community

If interested, please submit the following to HumanResources@gotrlancaster.org with “Supersonic ED” in the subject line:

- 1. A current resume highlighting your experiences and talents.**
- 2. A letter expressing why you should be considered as an optimal candidate for the role of Executive Director for Girls on the Run of Lancaster and Lebanon. **Please be sure to highlight how Girls on the Run aligns with your personal and professional values, talents and experiences.**