



## COUNCIL DIRECTOR JOB DESCRIPTION

**Girls on the Run of Northeast Indiana (Fort Wayne Indiana) Council Director**

**20 hours per week \$18-\$20 per hour**

**Submit resume to: [gail.rhoades@girlsontherun.org](mailto:gail.rhoades@girlsontherun.org)**

### **Position Profile & Summary**

The Girls on the Run® of Northeast Indiana Council Executive Director (CED) must possess a passion for, and commitment to, improving the lives and opportunities of girls in third through eighth grades. 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.

*At Girls on the Run, our core values guide our way and we stand firm in our long-standing commitment to building a world where every person can know and activate their limitless potential. We warmly welcome the participation of any child who identifies as “girl”, non-binary, or gender expansive in our programs. We pledge to be a reflection of the communities we engage, not only in appearance, but also through fostering an atmosphere of community connectedness that serves as a model for our girls and other stakeholders.*

Reporting to the local Board of Directors, the CED is a highly skilled nonprofit professional who 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 while being responsible for the overall implementation of the Girls on the Run mission. Some of the key responsibilities falling within these areas include:

### **Program Strategic Planning, Development and Implementation**

- Plan, in coordination with the Board for the direction and leadership of the overall program
- Cultivate relationships with coaches, donors, parents, participants, sponsors and volunteers
- Develop and foster a strong and open relationship with the Board of Directors (BOD) and Girls on the Run of Northeast Indiana (GOTRNEI)
- Implement the GOTRNEI strategic program plan to achieve program goals regarding number of girls, number of sites and demographic requirements, with a focus on Inclusion, Diversity, Equity and Access.
- Coordinate new and existing sites using Pinwheel to setup the program season and site recruiting
- In collaboration with the BOD, coordinate and implement end-of-season 5K celebrations, including logistical planning and marketing
- Purchase and distribute curriculum, coach materials and other program materials such as shirts and medals (BOD always available for assistance)
- Manage inventory and distribution of coach and program curriculum, materials and supplies



### **Organizational Administration**

- Ensure GOTRNEI is in compliance with all laws and guidelines governing nonprofit organizations and the Girls on the Run International Membership Agreement, Policies and Guidelines
- Review and submit invoices for payment
- Complete and submit reporting as required by national GOTR
- Attend board meetings, in-person and virtual/phone
- Monitor and respond to GOTR emails, fostering a culturally-aligned and positive experience through communications including daily correspondence of program questions, general inquiries from volunteers, program participants and the community, etc.
- Manage registrations, including late registrations

### **Coach Management and Training**

- Ensure program sites are staffed with qualified volunteer coaches
- Document coach information in Pinwheel and set coaches up for access to Pinwheel App
- Manage and implement coach training, including Girls on the Run training, CPR & First Aid, and background checks
- Enforce all current coaching policies and procedures and generate suggestions and opportunities for continuous improvement

### **Recruitment Management and Administration:**

- **Recruit Volunteers**
  - Setup and maintain Volunteer Recruitment Applications
  - Field Volunteer questions and correspond with potential volunteers re: scheduling, coaching requirements, etc.
  - Complete and review volunteer background checks
  - Send call-out e-mails to past volunteers
- **Recruit Participants**
  - Send out Pre-season press releases and email prior participants and schools
  - Work with board and marketing for a social media push
  - Create, display and distribute promotional fliers with school-specific details
  - Manage fliers print and distribution to current and potential sites/schools
  - For new sites or sites with slow recruitment, speak with building admin about potential announcements/presentation at lunch/assembly.
  - For scholarship sites, distribute paper registration forms. Pick up forms (or ask for them to be scanned over) Complete data entry.
- **Recruit and Manage Sites**
  - Market Girls on the Run program to potential new sites, with an emphasis on new and underserved communities
  - Enforce all current site policies and procedures, generating innovation and improvement as needed.
  - Complete facility use forms, if building admin requires (varies by school).
  - Follow up with building admins re: requirements for fliers/marketing (every building admin is different, even within the same school system!) special instructions for FWCS Croninger



- Monitor sites/coach correspondence for ongoing issues (needs for substitute coaches, behavior needs, school cancellations, t-shirt switches, etc)

#### **Qualities and Qualifications:**

- Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
- Ability to multitask, prioritize and make efficient decisions
- A commitment to using the opportunities and responsibilities of this position to make GOTRNEI a more Inclusive, Diverse, Equitable and Accessible organization
- Experience with organizational management and ability of building and leading teams
- Connections to the local community
- Experience with Girls on the Run (or other similar youth or wellness programs) a plus!
- Non-profit management experience a plus!
- Fundraising experience a plus!
- Experience working with a BOD preferred

#### **Community Outreach and Media**

- Speak on behalf of and promote our organization on television, at meetings and events, via newspaper, online articles and announcements and promotions
- Maintain and update website
- Attend conferences, trade shows, non-profit net-working groups/meetings
- In season: prepare weekly communications for coaches, guardians and volunteers

#### **Finance and Fund Development**

- Develop diverse funding streams and long-term plans to best support the mission and goals of the organization
- Oversee fundraising efforts including sponsorship recruitment, donor cultivation, solicitation and stewardship, grants, special events, etc.
- Develop collaborative projects/partnerships with other community providers
- Assist BOD with development and management of annual budget
- With the Treasurer and finance staff, regularly review and report all financial activities to the board
- Review analysis of financial activities (income and expense) to discern trends, identify areas of improvement, address problems and develop forecasts

This is a part-time, non-exempt position offering a compensation of \$18 - \$20 per hour, depending on experience. In addition, GOTR Northeast Indiana is proud to offer flexible work hours, working remotely, empowering participants and a fun and healthy environment. Interested applicants should submit a resume and cover letter by TENTATIVE CLOSE DATE.