## executive director job description

**Job Title: Executive Director**

**Location:**

**Reports To: Board of Directors**

**FLSA Status:**

**Organization Summary**

Girls on the Run *(insert council name)* 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, *(insert territory/ counties). In FY\_\_ over #### girls* participated in our life changing program.

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 Summary**

The Executive Director is a highly-skilled nonprofit professional that 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 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.

The Executive Director develops organizational strategy, sound practices and supportive relationships, both internally and externally, resulting in cooperative and effective collaborations 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 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.

The Girls on the Run Executive Director is responsible for the overall implementation of the Girls on the Run mission. The Executive Director reports to the Girls on the Run local Board of Directors. The Executive Director’s job responsibilities include developing and implementing the overall strategy and vision for the Girls on the Run program and all organizational and operational aspects of Girls on the Run including its administration, financial operations, revenue generation, program development and activities, personnel management and strategic planning. Some of the key responsibilities falling within these areas include:

Operational and Staff Management

* Developing and fostering a strong and engaging relationship with the Board of Directors and Girls on the Run International
* Maintaining appropriate staffing structure; overseeing recruiting, training, development, and evaluation of staff.

Program Development and Strategic Planning

* Planning, in coordination with the Board and staff, for the direction and leadership of the overall program; develops and implements a council growth plan the addresses program and site development strategies
* Ensuring the successful participation 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
* Oversee management of end of season 5ks
* Acting as ambassador to represent Girls on the Run’s mission and programs

Organizational Administration

Ensure that the organization is in compliance with all laws and guidelines governing nonprofit organizations and the Girls on the Run International Membership Agreement, Policies and Guidelines.

* 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-I and to state and local funding agencies in a timely manner

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

* Developing diverse funding streams and long-term plans to best support the mission and goals of the organization.
* 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 other 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 – with Treasurer, finance staff and appropriate committees

* Ensuring optimal financial performance of the council.
* Maintaining processes for proper record keeping and internal financial controls.
* Assisting Board of Directors with development and management of annual budget.
* With the Treasurer and finance staff, reviewing and reporting all financial activities to the board on a regular basis.
* Reviewing analysis of 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.

Required Qualifications

* BA or BS degree
* Minimum of three to five years of demonstrated experience with organizational management
* Demonstrated ability of building and leading effective teams
* 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
* Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
* Demonstrated experience setting and managing budgets and financial forecasting
* Ability to multitask, prioritize and make efficient decisions
* Flexible and adaptable

Preferred Qualifications

* Advanced degree in related field
* Strategic planning experience
* Experience with Girls on the Run (or other similar youth or wellness programs)
* Non-profit management experience
* Fundraising experience
* Experience working with a Board of Directors
* Connections to the local community

**Compensation and Benefits Information: *(insert here)***

**Applications Instructions: *(insert here*)**