



GirlVentures Job Announcement

GirlVentures is seeking a dynamic, passionate, and forward-thinking Executive Director who will strengthen and scale our successful nonprofit. With a mission to empower adolescent girls to develop and express their strength, GirlVentures combines outdoor adventure with social emotional learning for girls, at a time in their lives when they need support the most.

GirlVentures was founded by two Bay Area women who met at the Harvard School of Education and studied the transition from childhood to adolescence among girls. They found that girls faced multiple emotional, physical and social challenges and that underserved girls from urban, low-income communities need extra support and mentorship to foster the self-confidence, perseverance, and sense of community needed for academic, social and career success. They found that outdoor education, single-gender outdoor education in particular, fosters the positive qualities that girls need in order to face the challenges posed by the transitions of their teenage years.

POSITION OVERVIEW

Reporting to the Board of Directors, the Executive Director (ED) will be deeply committed to GirlVentures mission. The Executive Director will collaborate with the GirlVentures Board to update and implement a strategic plan, and will formulate practical and achievable steps designed for organizational sustainability and growth.

As the executive leader of GirlVentures in the extended community, the ED will actively cultivate mission compliant collaborations while enhancing relationships with all stakeholders, including foundations, individual donors, business and educational leaders, and others. Working closely with the Board, the ED will maximize opportunities for diverse sources of revenue including, but not limited to donor cultivation, grants, and planned giving programs, etc.

The Executive Director will demonstrate a passion for learning, as well as the capacity to be a respected and articulate spokesperson in the community.

RESPONSIBILITIES

Leadership

- Provide leadership to the Board, staff, volunteers and other stakeholders in implementing the vision and mission of the organization.
- Collaborate with the Board of Directors to ensure the organization's strategic plan advances the achievement of GirlVentures' mission.
- Ensure the continued financial health of the organization by providing sound fiscal management.
- Represent the organization, maintaining and building relationships with volunteers, grantees, sponsors, donors and other key stakeholders. In essence, become the face of GirlVentures.
- Explore, evaluate, and recommend activities and policies that will promote the goals of the organization.
- Maintain and increase success in all aspects of fundraising.
- Identify and evaluate the risks to GirlVentures' people (Board, staff, volunteers), property, finances, and image. Implement measures to control, manage or mitigate risks.

Staff Management

- Maintain a positive working environment that motivates and encourages staff to participate fully in the mission of the organization.
- Manage, support and work in collaboration and partnership with the Program Director to ensure that GirlVentures programs continue to be the core of the organization and are maintained at the highest level.
- Recruit and select staff members as needed; provide supervision, development, training and direction to ensure compliance with laws and regulations.

Volunteer Management

- Provide supervision and direction to ensure good will and enthusiasm continues.
- Retain and recognize volunteers; grow the volunteer base as the organization grows.
- Provide management support to the Executive Committee, staff and key volunteers managing GirlVentures' events.
- Partner with the Board to review and revise volunteer management practices and materials.

Fundraising & Communication

- Work with the Board to foster reliable sources of income that sustain the organization.
- Collaborate with the Board and Director of Development and Marketing to develop, execute, and track a fundraising plan to include revenue from multiple sources such as foundation grants, individual philanthropic giving, business partners, etc., to ensure a diverse base of support. Partner with the Board in developing, cultivating, and soliciting major individual, foundation and corporate donors to ensure development of a stable and growing fund base.
- Work in collaboration and partnership with the Director of Development and Marketing to review and strengthen event fundraising strategies, including researching, identifying, cultivating, soliciting and thanking individual donors and event sponsors.
- Strengthen the fundraising infrastructure, including the database, donation policies and procedures, and financial reconciliation.
- Develop and maintain collaborative relationships with appropriate community agencies.
- Publicize relevant activities and programs; act as primary media spokesperson.
- Participate in community-based organizing efforts to further the organizational mission.

Fiscal/Operational Management

- Ensure consistent quality of finance, business operations and administration, human resources and systems, including recommending timelines and resources needed to achieve the strategic goals and ensure a healthy work environment.
- Regularly assess and refine the organization's structure and staffing to maximize effectiveness, quality of services, and appropriate operational capacity.
- Collaborate with the Board on budget preparation and monitor spending to ensure the organization operates within approved financial guidelines.
- Ensure compliance with all relevant legal and fiscal practices of a non-profit corporation.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage.

Board Governance

- Support Board members in adhering to the Governance model.
- Present timely and accurate information to the Board regarding the status of agreed upon objectives, finances, staffing, volunteers and other relevant issues.
- Collaborate with the Board to implement by-laws, policies and procedures, governance structure, strategy and planning for continued board recruitment and development, and training in governance best practices.

QUALIFICATIONS

- An accomplished, seasoned leader and manager with a minimum of 5 years demonstrated success as a professional nonprofit leader.
- Bachelor's degree plus experience in business and/or the non-profit sector.
- Highest professionalism, passion, grit, idealism, unquestioned integrity, positive attitude, mission-driven, and self-directed.
- Excellent communication skills including an ability to elicit trust and commitment from the Board, staff, volunteers and the community.
- Background and an understanding/love of the outdoors and a commitment and passion for the value of GirlVentures' mission.
- Skilled in technology, including Microsoft Office Suite, CRM, and capacity to quickly master new systems and experience with Salesforce a plus.
- Demonstrated success in fundraising including writing successful grants, raising funds from individual donors and corporate sponsors as well as success in creating fee for service earned income.
- Interest, experience and aptitude in both the internal (organizational) and external (community) components of leadership of a community-based, nonprofit organization.
- Proven ability to forge strong collaborative community and business relationships and effectively promote the value of GirlVentures to the community.
- Experience with GirlVentures programs or outdoor programs development a plus.
- Demonstrated ability to motivate and bring people together toward a common vision and goal.
- Experience working on or for a board of directors.
- Demonstrated organizational, operational and financial acumen and the ability to communicate accurate and timely information to the Board of Directors.
- Demonstrated success in developing financially viable program models.
- Ability to engage, manage, lead, and provide support and mentoring to staff and volunteers.
- Knowledge and familiarity with the Bay Area community a plus.
- Strong written and verbal communication skills; excellent interpersonal and multidisciplinary project skills.
- Some local and national travel required.

SALARY

Compensation will be commensurate with experience. This is a full-time exempt position.

The right person will find the position as Executive Director with GirlVentures a unique opportunity to innovate and grow an organization. This search is being conducted by the Center for Volunteer & Nonprofit Leadership's Executive Search & Transition Services. **To be considered as an applicant:**

- Email PDF Resume and Cover Letter in confidence to: cvnlsearch@cvnl.org
- Include in the Subject line: "GirlVentures ED Search"

*Applications without a cover letter will not be considered; documents must be submitted online.

GirlVentures is an equal opportunity employer and makes employment decisions on the basis of qualifications. Policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. Submission of your application is not an offer of employment or an employment contract.

