



## EXECUTIVE DIRECTOR – GIRLS ON THE RUN PUGET SOUND

Location – Seattle, WA

### **Who We Are**

Girls on the Run® is a 501(c)3 physical activity-based positive youth development program (PA-PYD) for girls in third through eighth grades. Established in 1996 in Charlotte, NC, Girls on the Run has grown to over 200 councils across the United States. Over 200,000 girls participated nationally in FY 2017. Girls on the Run Puget Sound was established in 2002, and with careful and mindful leadership has grown substantially, enrolling approximately 1400 girls in its afterschool programming in FY 2017.

*Our Mission:* We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running.

*Our Vision:* We envision a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams.

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.

### **Position Summary**

The Executive Director is a highly-skilled nonprofit professional that provides leadership, vision and direction to the Girls on the Run Puget Sound (GOTRPS) council and maintains the expectations of our agreement with the broader Girls on the Run International 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 GOTRPS council's Board of Directors, Girls on the Run International Headquarters and is responsible for managing the organization's systems, finances and procedures in a manner that will effectively and efficiently accomplish the mission and reach the strategic goals set forth by the staff and Board of Directors.

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.

The Executive Director of GOTRPS must possess a passion for, and commitment to, improving the lives and opportunities of girls in third through eighth grades.



## **Key Areas of Responsibilities:**

### Program and Staff Management

- Maintaining appropriate staffing structure; overseeing the recruitment, development and retention of a diverse staff
- Developing and fostering a strong and open dialogue with the council's Board of Directors and Girls on the Run International
- Fostering an open and respectful work environment; modeling cultural humility and seeking diverse perspectives

### Organizational Administration

- Ensuring 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
- Drafting policies for the approval of the Board and preparing procedures that implement the organizational policies; reviewing existing policies on an annual basis and recommending changes to the Board of Directors as appropriate; ensuring appropriate implementation and monitoring
- In coordination with the Board of Directors, identifying and planning for infrastructure growth to parallel growth of program
- Maintaining ethical standards and accountability, managing risk, performing due diligence, and implementing operational best and promising practices

### Program Development and Strategic Planning-with appropriate staff, committees and board

- Overseeing the planning, implementation and evaluation of the organization's programs and services
- Ensuring that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board of Directors
- Monitoring the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Overseeing the planning, implementation, execution and evaluation of special projects

### Community Relations/advocacy

- Cultivating relationships with coaches, donors, parents, participants, sponsors, other volunteers in all communities
- Acting as ambassador to represent Girls on the Run's mission and programs
- Developing and maintaining relationships with the local media and serving as the GOTRPS primary contact to market the program and build additional community support

### Fund development – 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, sponsorships, solicitation and stewardship, grants, special events, etc.
- Actively participating in donor cultivation and solicitation



- Developing collaborative projects/partnerships with other community providers
- 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 controls over finances
- Working with staff and the Board of Directors' Finance Committee to prepare a comprehensive budget
- With the Treasurer and Finance Committee, reviewing and reporting all financial activities to the board on a regular basis
- Reviewing analysis of financial activities (income and expense) to discern trends, identifying areas of improvement, addressing problems and developing 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 to build and lead diverse teams; prioritizes inclusion
- Passion for the organization's 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, some weekend and evening work is required

#### Preferred Qualifications

- Advanced degree in related field
- Strategic planning experience
- Experience with Girls on the Run (or similar positive youth development or wellness programs)
- Non-profit management experience
- Demonstrated Fundraising experience
- Experience working with a committed, purposeful Board of Directors
- Connections to the local community and evidence of working respectfully and effectively across culture

#### **Timing:**

Applications will be reviewed when received. Posting will close March 2<sup>nd</sup>, 2018.

Please send resume and cover letter to [Recruiting@GirlsRun.org](mailto:Recruiting@GirlsRun.org)



*Our program is dedicated to equal access for all girls and building an inclusive organization that values differences in personal backgrounds, experiences, perspectives, and skills.*