

The Fund for Women and Girls

Position Description Executive Director

About the Organization

The Fund for Women and Girls leads and unites the Chester County community through philanthropy and advocacy to ensure that women and girls have opportunities and resources to thrive. Since 1996, we have supported women and girls through various efforts, including fundraising, grantmaking, and educational opportunities. Since our inception, we have awarded more than \$4.2 million in grants to 93 nonprofit organizations addressing critical needs.

Our Blueprint Reports have analyzed and provided critical data on the importance of this work and informed resource allocation. The Blueprint is a go-to source of information for government agencies, direct service providers, and community partners and a champion for addressing the needs of women and girls.

In 2021, the Fund stepped up as an innovative and bold catalyst, convener, and collaborative partner and invested more than ever in providing local women and girls with the support and resources they need to thrive.

Our team and Board are a collection of passionate individuals who, through various lived experiences, backgrounds, and connections, wish to make a difference in the lives of women, girls, and their families in the Chester County area and beyond. Collaboration and communication are vital components to our success. We value each person's contribution and commitment to our larger goal, and we celebrate our wins every step of the way.

Job Summary

To contribute to the mission, the Executive Director is responsible for the executive leadership and day-to-day management of the Fund, including strategy, grantmaking, advocacy, fundraising, and business operations. The Executive Director will provide strategic executive leadership to sustain, elevate, and enhance all of the organization's activities.

We are looking for a candidate with a passion for our mission, excellent rapport, proven results from prior positions, and a thoughtful plan of action to hit the ground running. This is a full-time position, hired by and directly accountable to the Board of Directors through its elected Board Leadership.

Responsibilities

Strategic Executive Leadership

- Set overall organizational direction and develop strategies and tactics to ensure that the organization fulfills its mission and strategic plan goals.
 - Initiate and manage the strategic planning process, considering and integrating Board, staff, and stakeholder's input.

- Develop annual operating and resource plans to support strategic plan implementation.
- Communicate and monitor strategies, plans, and evaluations clearly to maintain consistent work focus, direction, and accountabilities to appropriate stakeholders.
- Monitor the progress of the organization concerning strategic and operating plans.
- Ensure the guiding principles of the Fund are applied to all facets of the organization.
- Provide support, leadership, and communication to the Board of Directors and committee chairs.
 - Consult and partner with Board Leadership on overall organizational leadership and Board management.
 - Provide leadership and coordination for Board level planning.
 - Ensure timely executive summaries are communicated to the Board regarding committee activities.
 - Work with staff to present documents and reports (such as progress reports, financial statements) to enhance Board decision-making and fiscal oversight.
 - Bring policy issues and recommendations to the Board for action or update.
 - Consult with Board officers and committee chairs between Board meetings about strategy and management issues needing guidance and resolution.
 - Ensure alignment between the committees that support the overall strategic plan and objectives.
 - In conjunction with the Governance Committee, identify and recruit Board members and volunteers on an ongoing basis.
 - Work with Board to develop, enhance and maintain strong governance practices.
 - Enhance and maintain strong administrative practices that support Board work and function.
 - Support and facilitate on-boarding for both Board and Committee members as needed.

Fundraising and Development

- Oversee the development and communications activities of the organization.
 - Ensure goals, committees, and plans are established and implemented for all fundraising activities.
 - Work closely with staff and Board to develop actionable fundraising plans.
 - Enlist Board and volunteers to participate in implementing various fundraising and communications projects.
- Participate directly in the solicitation of major donors, gifts, and philanthropies.
 - Meet regularly with major donors to cultivate relationships and solicit donations.
 - Meet regularly with key institutional donors (organization and corporate) to explore possible partnership and funding opportunities and solicit donations.

- Assist in writing or reviewing essential fundraising and communications materials (grant proposals and publications).
- Work with the Board and Director of Development to increase variation in funding diversity and donor approach, including funding methods, sources, and levels of commitment.

Financial Management

- Manage the organization's financial resources and develop budgets aligned with operating and strategic plans.
 - Oversee and support Operations Director in budget development, management, and all fiscal activities.
 - Review and monitor financial statements and reporting to manage the organization's performance concerning the budget.
 - Review and understand the annual 990 Tax Returns, audits, and compliance.
 - Make financial decisions within the general confines of the budget.
 - Act as liaison with the Finance and Investment Committee.
 - Keep Board current on the organization's financial performance.
 - Work effectively at an executive level with an outside accountant and investment consultants as needed.

Communications

- Represent the organization in the community and among key stakeholders to advance and communicate the organization's mission.
 - Make recommendations to the board based in alignment with meaningful implementation of the strategic plan and align with the organizations mission.
 - Oversee Communications and Program staff in the execution of the communication plan.
 - Act as a leader in the community to advance the principles of the Fund, including equality, inclusion, and diversity.
 - Network within the women's, philanthropic and nonprofit communities.
 - Act as the Fund's key media spokesperson for the organization.
 - Act as a key representative and speaker for the Fund at events and conferences to increase the visibility of its efforts.
 - Forge and participate in coalitions and partnerships of funders with women's organizations and community groups.

Programs

- Grantmaking
 - Works with Grantmaking Committee in developing policies, grant guidelines, evaluations for all grant programs.

- Provide recommendations to the Board and staff for Impact Grants to support pressing community needs.
- Support staff in implementing Core Grants Committee program.
- Support staff in implementing GAB program.
- Advocacy
 - Cultivate relationships with elected officials and other key stakeholders
 - Ensure the Fund's position and stature as the region's most trusted advocate for women and girls
 - Develop and implement educational materials, forums, conferences, and meetings to highlight the Fund's priorities
 - Oversee research and public education efforts, including the Fund's Blueprint
 - Support staff with implementing the Civic G+ program.

Administrative and Human Resource Management:

- Manage the office staff in their performance of all administrative operations.
- Create a positive, supportive, and productive work environment.
- Provide leadership and guidance to staff to accomplish strategic and targeted objectives, including the oversight of all human resource management and administrative functions.
 - Develop and implement staffing plans and organizational structure to meet the organization's operational needs.
 - Maintain and update personnel policies adhering to federal, state, and local regulations related to employment that align to best practices.
 - Ensure staff adheres to these policies, ethical guidelines, and guiding principles of the Fund.
 - Ensure all job descriptions are up-to-date and reflect current needs of the organization.
 - Ensure personnel files are complete, compliant, and properly maintained.
 - Define a process to periodically review the salary and benefits packages in conjunction with Board.
 - Ensure that staff evaluations occur regularly using appropriate evaluation tools.
 - Provide system for staff orientation, development and training.
 - Establish and address employee productivity and performance standards, up to and including managing corrective action and termination processes.
 - Create and maintain succession planning for all levels of the organization to ensure meaningful transitions.

Benefits

This is a full-time position with benefits.

Salary Range \$100k - \$130k based on experience

Qualifications

Knowledge, Skills, and Abilities

- Exceptional leadership, management, and motivational skills; functions well as part of the leadership team. Able to support the Board of Directors and committee functions.
- Excellent written and public speaking skills and the ability to connect and deliver effective, powerful presentations to small and large groups.
- Demonstrated experience in collaboration, networking, and relationship-building.
- Thorough knowledge and understanding of:
 - Nonprofit with executive leadership, strategic planning, operations, and administrative management.
 - Issues facing women, girls and individuals with lived female experience.
 - Familiarity with like foundations and related community resources.
 - Able to manage operations and supervise employees; works as an effective and proactive team-player.
 - Possesses critical, analytical thinking to synthesize complex information and identify, evaluate, problem-solve, and give direction regarding problem resolution for individual and organization-wide issues.
 - Make decisions and solve problems independently, effectively, and creatively.
 - Possess a thorough, organized, and detail-oriented approach to work.
 - Ability to manage multiple projects simultaneously.

Education, Experience and Certifications

- 3 – 5 years of Nonprofit management or similar experience
- Bachelor's degree or work equivalent
- Demonstrated experience with multi-faceted fundraising operations including familiarity with Endowment Fund management
- Well regarded in nonprofit and philanthropic communities

The Fund for Women and Girls of Chester County is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed service member status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.