



EXECUTIVE DIRECTOR GIRLS ON THE RUN OF GREATER KALAMAZOO

Posted: May 8, 2023

Location: GOTR Office in Greater Kalamazoo

Salary Range: \$62,000 - \$72,000

Status: Full-time

ABOUT GIRLS ON THE RUN

GIRLS ON THE RUN MISSION STATEMENT

Girls on the Run Greater Kalamazoo is an independent non-profit organization affiliated with Girls on the Run International. We inspire girls to be joyful, healthy, and confident using a fun, experience-based curriculum which creatively integrates running. We envision a world in which every girl knows and activates her limitless potential and is free to boldly pursue her dreams.

GIRLS ON THE RUN OF GREATER KALAMAZOO CORE VALUES

- ☆ Recognize our power and responsibility to be intentional in our decision making
- ☆ Embrace our differences and find strength in our connectedness
- ☆ Embrace joy, optimism, and gratitude through our words, thoughts, and actions
- ☆ Lead with an open heart and assume positive intent
- ☆ Nurture our physical, emotional, and spiritual health
- ☆ Stand up for ourselves and others

GIRLS ON THE RUN OF GREATER KALAMAZOO STATEMENT ON DIVERSITY

Girls on the Run of Greater Kalamazoo is intentionally committed to providing equitable access to our programs for all girls. Through our mission, core values and movement towards an anti-racist identity, we nurture, celebrate and honor individuality. We strive to provide an inclusive environment and opportunities for volunteers, participants and staff.

WHO WE SERVE

Our council currently serves more than 1,000 girls annually across Kalamazoo and Allegan Counties along with Mattawan (Van Buren Co.) and Athens Area Schools (Calhoun Co.). Historically, we have served more than 33,000 girls since 2002.

JOB DESCRIPTION

ROLE VISION

Reporting to the Board of Directors, we are eager to find an Executive Director who is a highly-skilled nonprofit professional that will provide leadership, vision, and direction to the council. The successful candidate will work with community leaders, schools and school systems, non-profit partners, families and girls, and volunteers to create significant impacts in our community. The Executive Director will represent the council to the public, lead organizational development and strategic planning, optimize financial performance, oversee program delivery in the designated territory, build donor relationships and oversee personnel. The Executive Director will have a passion for youth development and be active in the community. This position will oversee a paid staff of approximately 4.50 FTE employees and nearly 1,000 volunteers, and manage an annual budget of more than \$400,000. (P.S. Even if you're not a runner, keep reading!)

RESPONSIBILITIES

LEADERSHIP AND MANAGEMENT

- Provide strategic direction and leadership of the overall program through careful implementation and continuation of the Strategic Plan.
- Develop a comprehensive council growth plan that reflects creative program and site development strategies with an intentional focus on growing access and diversifying communities served.
- Collaborate with the Board to identify and plan for infrastructure growth parallel to growth of the program.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Provide direction and leadership to the GOTR/GK organization, providing coordination and oversight of the infrastructure, administration, and budget that support effective program delivery, capacity building and organizational sustainability.
- Actively engage and energize Girls on the Run of Greater Kalamazoo volunteers, board members, committees, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for both ongoing local operations.
- Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Communicate effectively and in a timely manner with the Executive Committee of the GOTR Council Board and ensure that members are well informed on issues and problems that may require further attention.

OPERATIONS/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.

- Leverage data to monitor GOTR Key Performance Indicators (KPIs) and track progress toward meeting organizational goals.
- Develop, implement, and evaluate necessary policies and procedures in all areas of the organization.
- Maintain ethical standards and accountability, manage risk, perform due diligence, and implement operational best practices.
- Review all contracts and legal documents, and work jointly as needed with the Executive Committee and legal counsel to approve.

COMMUNICATION AND COMMUNITY ENGAGEMENT

- Serve as the primary contact for local media inquiries to market program needs and gain additional community support and acts as an ambassador to represent the GOTR mission and its programs with the general public. Serves as primary contact for out-of-region program inquiries and a resource to other Girls on the Run Council Directors.
- Coordinate the program evaluation process and communicate program outcomes to donors, stakeholders, and volunteers, as needed.
- Cultivate productive and healthy working relationships with volunteers, donors, parents, participants, and sponsors.
- Participate in the community with groups and events to promote the work of GOTR and build relationships with potential donors, families, volunteers, etc.

FINANCIAL MANAGEMENT

Fiscal Management

- Lead development and management of annual budget, with support of Board of Directors.
- Review and report all financial activities to the board on a regular basis with the Treasurer and staff.
- Analyze financial activities (income and expense) to discern trends, identify areas of improvement, address problems and develop forecasts.
- Ensure that operating results established in the annual budget are achieved and that operating expenses are reasonably within budget.
- Ensure optimal financial performance of the council working with the Treasurer, staff, and appropriate committees.
- Maintain full awareness of the complete financial, statistical, and accounting records of the organization.
- Maintain processes for proper record keeping and internal financial controls.
- Oversee payroll process for organization in collaboration with relevant GOTR staff and external payroll vendor.

Fund Development

- Coordinate and implement an annual fund development plan in conjunction with the GOTR Fund Development Coordinator and Board of Directors focused on diverse funding streams and long-term plans that best support the mission and goals of the organization.

- Oversee fundraising efforts including sponsorship, donor cultivation, solicitation and stewardship, grants, special events, etc.
- Develop collaborative projects/partnerships with other community providers.

STAFF MANAGEMENT

- Oversee human resources functions including employee recruitment, supervision, retention, training and development, as well as the administration of the employee benefits and compensation program in collaboration with, input from, and support of the Executive Committee, as needed.
- Lead, coach, develop, and retain GOTRGK’s high-performance management team.
- Implement a performance-based management system, including annual performance reviews of program and administrative staff.
- Maintain a climate that attracts, retains, and motivates a diverse staff of quality people who reflect GOTR core values.

PROGRAM DEVELOPMENT AND STRATEGIC PLANNING

- Plan, in coordination with the Board and staff, for the direction and leadership of the overall program.
- Act as ambassador to represent Girls on the Run’s mission and programs.
- Provide direction and leadership for the coordination and the implementation of programs and monitor for “model integrity.”
- Assist in the training of new and returning coaches.
- Lead and attend site visits prior to and throughout program implementation.

Other duties as assigned by the Executive Committee of the Board of Directors.

WORKING CONDITIONS

Normal working conditions where there is no physical discomfort due to temperature, dust, noise and the like. Occasionally lifts average 40-pound boxes of supplies, materials, etc. to waist high level. Ability to drive plus the availability of a vehicle to use for getting to and from meetings and other events. Valid Michigan driver’s license and the ability to obtain necessary auto insurance for the above purposes. Must be able to work a varied schedule when required, including evenings, early mornings and weekends in order to cover the work. This is a full-time position with extended hours during peak program periods.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

MINIMUM QUALIFICATIONS

- Bachelor’s degree required as well as 5+ years of professional work experience with progressive advancement and growth.
- Exemplifies GOTR core values in personal and professional life.
- Understand, embrace, and exemplify diversity and inclusion in thought, words, and actions.
- Proven ability to consistently multi-task and manage a varied and heavy workload.

- High degree of self-motivation and professionalism with accuracy, timeliness, superior judgment, and prudent decision making abilities.
- Ability to build and manage effective working relationships and elicit confidence by demonstrating reliability and professionalism.
- Ability to innovatively manage the complexity of a multi-site organizational model.
- Previous experience working with/for a Board.
- Strong demonstrated organizational abilities and the capacity to track and oversee multiple tasks and projects simultaneously, as well as communicate with other project/task participants with limited oversight and support.
- Above average oral and written communication skills with the ability to convey, receive, interpret, and document information for reports, correspondence, instructions, etc.
- Exceptional interpersonal skills and the ability to form trusting and productive working relationships across a wide range of customers, stakeholders, and partners.
- High energy, enthusiasm, and an optimistic orientation.
- Ability to exercise good judgment, discretion, integrity, and knowledge of organizational policies and practices, and to convey such information to others (e.g. volunteers, interns, parents, students, etc.).
- Ability to work a highly flexible schedule including early mornings and late afternoons with some evening and weekend commitments.
- Ability to observe program/coaches' implementation activities and provide feedback including demonstration of fitness activities, games, etc.

PREFERRED QUALIFICATIONS

- Non-profit management experience including governance work alongside a Board of Directors.
- Strategic planning experience.
- Experience with Girls on the Run (or other similar youth or wellness programs).
- Fundraising experience.
- Knowledge and/or experience with programs for elementary-age children and expertise in developmentally appropriate activities for children.
- Connections to the local community.

TO SUPPORT YOUR SUCCESS, YOU CAN EXPECT:

- A mighty staff who are passionate about working together to fulfill the mission and having fun along the way.
- The opportunity to work with an engaged and motivated board that works hard and proactively in partnership with staff.
- A solid volunteer base and supportive community.
- The opportunity to roll your sleeves up to support the work of the organization and learn and grow with your team.
- A healthy respect for work-life balance. You will work hard, but we respect your need to recharge your batteries.

- A comprehensive benefits package that includes: 1) employer-paid (80%) individual employee medical and dental premiums package; 2) 100% of life and disability insurance premiums; and 3) generous PTO.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Frequently cited statistics note that communities of color, women, and other marginalized groups apply to positions only if they completely meet qualifications. Girls on the Run encourages you to upend those statistics and apply to this position. We excitedly anticipate your application.

APPLICATION PROCESS

Interested candidates must submit a letter of interest, current resume, and list of 3-5 professional references (with email and phone number for each). Please submit materials (Word or PDF format) to careers@girlsontherunkazoo.org.

Applications will be accepted until the position is filled.