



Job Title: Executive Director

Location: 307 S. Commercial Street, Suite 104 Neenah, WI 54956

Reports To: Board of Directors

FLSA Status: Exempt

Girls on the Run (GOTR) of Northeast Wisconsin is a local nonprofit organization dedicated to inspiring girls to be joyful, healthy, and confident using a fun, experience-based curriculum that creatively integrates running.

We are one of nearly 200 GOTR chapters across the US and Canada. Our program creates a safe place for girls to grow in confidence through identifying and processing emotions, goal setting, cooperation, healthy decision-making, and self-respect, while improving their physical health and stamina. The Executive Director will join our small team as we work to benefit Northeast Wisconsin-area girls through our mission-driven nonprofit.

Position Summary

The Executive Director provides leadership, vision and strategic direction to the organization and the broader Girls on the Run network. 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 and stewards donor relationships, and oversees personnel. This position works closely with the Board of Directors, and Girls on the Run International.

Major Functions and Responsibilities:

Volunteer/Operational and Staff Management

- Developing and fostering a strong and engaging relationship with the Board of Directors and Girls on the Run International.
- Attend bi-monthly board meetings to report on organizational and strategic progress.
- Maintaining appropriate staffing structure; overseeing recruiting, training, development, and evaluation of staff.

Program Development:

- Planning, in coordination with the Board and staff, for the direction and leadership of the overall program; develops and implements a council growth plan that 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 preparation and implementation of end of season Celebration 5k events.
- Acting as ambassador to represent Girls on the Run's mission and programs.
- Report key performance indicator and strategic plan progress to the Board on a quarterly basis.
- Attend committee meetings as necessary.
- Commit and lead continued diversity, inclusion, equity, and access education, work, programs, etc. that are in alignment with the strategic plan and organizational goals.

Organizational Operations:

- 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:

- Development of 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.
- 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.

Financial Management:

- 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:

- Bachelor's Degree; Master's degree of equivalent desirable.
- 3+ years of demonstrated experience with organizational and/or nonprofit management.
- Track record of effectively leading a performance and outcome-based organization and staff.
- Excellence in organizational management with the ability to coach staff, manage and developing high-performing 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.
- Ability to communicate in multiple environments and with a range of audiences (internal and external).
- Strong fundraising and community relations skills.
- Demonstrated experience managing budgets and financial forecasting.
- Previous success working with a Board of Directors.
- Flexible and adaptable
- Strategic planning and grant writing experience preferred.*

Competencies:

- **Managing Vision**
- **Strategic Agility**
- **Decision Quality**
- **Integrity & Trust**
- **Presentation Skills**
- **Drive for Results**
- **Compassion & Approachability**

Salary Range: \$50,000 - \$55,000

Are you enthusiastic about this position but uncertain if your professional background matches the requirements? We warmly welcome you to apply! We are dedicated to cultivating a diverse and inclusive team that values authenticity and embraces different strengths. Showcase your expertise and skills with confidence! You might be the ideal candidate for this role.

To Apply: Submit cover letter and resume to the following e-mail tiffany.schuette@girlsontherun.org with the subject line GOTRNEW Executive Director