

Executive Director for Girls on the Run – Chippewa Valley

This is a great opportunity for someone who is passionate about supporting the community and instilling confidence in 3rd-8th grade girls, enjoys face-to-face interaction with people and thrives in an independent position.

In this position, you will:

- Be a collaborative and inspirational leader, reporting to and working closely with the local board of directors to establish an innovative program that will grow financially and operationally.
- Provide leadership, vision and direction to the GOTR-CV organization.
- Represent GOTR-CV in the community and media.
- Ensure compliance with all laws and guidelines governing nonprofit organizations, including the Girls on the Run International membership agreement, policies and guidelines.
- Cultivate relationships with donors, sponsors, coaches, participants, parents and volunteers.
- Oversee management of all programs, 5K events and activities benefiting GOTR-CV
- Develop diverse funding streams and long-term plans to best support the mission and goals of the organization.
- Oversee fundraising efforts including sponsorship, donor cultivation, solicitation and stewardship, grants and special events.
- Maintain processes for proper record keeping and internal financial controls.
- Assist board of directors with development and management of annual budget.
- With the treasurer, review and report all financial activities to the board on a regular basis.
- Review and analyze financial activities (income and expense) to discern trends, identify areas of improvement, address problems and develop forecasts.

Qualities and Experience

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. The following qualities and experience are essential for success:

- Outstanding communication skills with a range of audiences and comfortable serving as GOTR-CV spokesperson.
- Experience in change management, fundraising, board governance, community relations and sound fiscal governance.
- Experience setting, managing, and forecasting budgets.
- Experience collaborating with a national organization.
- Ability to manage multiple responsibilities, prioritize and make efficient decisions; flexible and adaptable.
- Ability to creatively leverage the opportunities and responsibilities of this position to grow GOTR-CVs Equity, Diversity, Accessibility, and Inclusion.
- Passion for the mission of Girls on the Run!
- Ability to maintain ethical standards and accountability, manage risk, perform due diligence, and implement operational best practices.

- Bachelor's degree preferred

To support your success, you can expect:

- Flexible work environment and hours. Staff have access to a local office, but are welcome to work from home or work remotely.
- Respect for work-life balance. You will work hard, but we respect your need to recharge your batteries.
- The opportunity to work with an engaged and motivated Board.
- Strong support from Girls on the Run International providing programming support and resources.
- A small but mighty staff who are passionate about working together to fulfill the mission and have fun along the way.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work will be performed in a variety of settings including school sites, outdoor locations and an office environment.
- The noise level in the work environment is usually low to moderate.
- In order to fulfill the essential job functions of this role, the Executive Director must have the ability to move for extended periods of time, lift up to 20 pounds; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.
- Additionally, the Executive Director should be able to dial a telephone, enter data into a computer, read a computer screen and printed material with or without vision aids, hear and understand speech in business environments, on the phone or outdoors, and speak in audible tones so that others may understand clearly in presentation environments, outdoors and on the telephone.

Compensation and Schedule

This is a full-time hourly role starting at \$20/hour with two weeks of paid vacation each year.

Note: If the ideal candidate would prefer to work part-time and hire a part-time assistant, the Board is open to that as well.