



Inspiring all girls to be strong, smart, and bold

Executive Director Girls. Inc of Greater Houston

About Girls Inc

Girls Inc. is a national non-profit organization focused on inspiring all girls to be strong, smart, and bold through direct service and advocacy. The organization's comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent.

Girls Inc. of Greater Houston was founded in 1996 to meet the growing demand for quality educational programs for girls in the Houston community. Our programs empower girls to live and succeed in an inequitable world. Locally, we offer year-round outreach programs in partnership with schools and community organizations across the Greater Houston area. Programs are routinely evaluated to ensure that we are effectively meeting the needs of girls in the Houston community.

Programming

Girls Inc. of Greater Houston offers nationally-developed programs grounded in research conducted by the Girls Inc. National Resource Center - the largest and most comprehensive research center on girls in the country. Programs are designed to empower girls and young women ages 6 to 18 by enabling them to learn new information, acquire and develop skills, build self-confidence and, in all phases of their involvement, have fun. Girls Inc. programs are hands-on, age-appropriate, and girl-focused.

The Role: Executive Director

Reporting to the Board of Directors, the Executive Director (ED) is responsible for providing vision, strategic direction, leadership, and management to the Girls Inc. of Greater Houston organization, comprised of a small yet impactful staff and a host of volunteers, all dedicated to the mission, vision and values and to bringing the Girls Inc. experience to girls across the Greater Houston area. The ED is charged with ensuring the procurement and growth of financial resources to sustain and mature our organization. This will entail cultivating relationships with current and potential donors – including individuals, corporations and other institutions, current and prospective board members and volunteers as well as representatives of local government and community-based organizations across Greater Houston.

Core Responsibilities

Working closely with the board and staff, the ED will develop and implement annual goals designed to achieve the short- and long-term strategic priorities for Girls Inc.

Leadership

- Provide day-to-day leadership, oversight and direction to the staff and volunteers. Lead, coach, develop, motivate, and inspire the staff and volunteers to support our mission and work.
- Sustain a positive work environment by maintaining a culture of openness, collaboration and cooperation to aid in the retention of quality staff.

- Collaborate with the board in defining the strategic direction and priorities. Oversee and support the active engagement of board members, funders, volunteers, event committees, and partner organizations.

Fundraising

- Oversee fundraising and development efforts with a view to diversifying funding streams to support existing program operations and expand capacity to implement the strategic plan.
- Identify and cultivate potential donors and continue to strengthen relationships with existing donors.

Board Development

- Develop, maintain, and support a strong board. Serve as ex-officio member of board committees.
- Proactively seek and strengthen board involvement to ensure long-term success and viability.
- Identify and develop relationships with potential board members and volunteers.

Program Excellence

- Collaborate with the Program Director to ensure monthly program commitments are met and excellence in program efforts is maintained.
- Ensure effective systems are in place for rigorous program evaluation to track progress and regularly evaluate program components.

Administration and Operations

- Establish/ensure effective and efficient systems, processes and procedures are in place to deliver on our commitments and achieve the annual goals and strategic priorities.

Communicator/Ambassador

- Effectively communicate goals and outcomes to the board, funders, and other stakeholders.
- Raise Girls Inc. of Greater Houston's visibility as a leader in the field of youth development. Be a proactive and effective ambassador to all external stakeholders including but not limited to donors, partners, the girls youth development community, media, government and other community-based organizations.
- Interface effectively with members of the Girls Inc. national organization. Be knowledgeable in their strategy, practices, resources, etc. Leverage the resources available for the benefit of our local affiliate.

People and Financial Responsibilities

The ED will have responsibility for the direct management of 6-10 employees and direct and/or indirect management of community volunteers. Management responsibility includes responsibility for the recruitment, retention, development, rewards and recognition of staff. The ED will oversee financial management and ensure the organization is financially sound. The ED will have responsibility for developing and seeking board approval of an annual budget, prudently managing the organization's resources within those budget guidelines, and managing and providing regular reports to the board on the organization's cash flow. The incumbent will ensure appropriate fiscal controls and procedures are in place to demonstrate transparency and accountability, ensure timely and accurate reporting of financial information, and compliance with Federal, State and local laws.

Role Location

The role will be based in Houston, Texas.

Candidate Profile

The ideal candidate must be passionate about our mission, knowledgeable about youth development of girls, an experienced fundraiser, financially savvy, and capable of continuing to build upon the growing momentum of Girls Inc. of Greater Houston.

- Strong leadership skills and qualities and the ability to effectively lead, manage, coach and develop a high performing team.
- Superior organizational skills and ability to juggle multiple competing priorities.
- Experience working with a board of directors; ability and motivation to cultivate board member relationships.
- Exceptional speaking, writing and presentation skills; a persuasive and passionate communicator with excellent interpersonal skills.
- Demonstrated ability to work with people of diverse backgrounds and interests.
- Ability to think strategically while also having a hands-on approach to getting things done.
- Passionate individual, positive attitude, mission-driven, and self-directed.

Qualifications

Basics:

- Bachelor's degree from an accredited university
- 10 or more years of leadership experience
- 5 or more years of experience volunteering and or working with a non-profit organization
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong financial and business acumen

Preferred

- Master's degree (ideally an MBA) from an accredited university
- 10 years of senior management experience; track record of effectively leading a performance and outcomes-based organization and staff

Interested parties should send their resume to Sonya Reed at "sonya.m.reed@p66.com"