

2539 Middle Country Rd
FL 2
Centereach, NY 11720
(631) 676-7395
www.herstorywriters.org

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**Position Announcement:
Transitional Executive Director
Herstory Writers Workshop
www.herstorywriters.org**

Herstory Writers Workshop is seeking a Transitional Executive Director who will embrace an opportunity to pair leadership skills with marketing and fundraising expertise in order to move Herstory to the next organizational level. This exciting *new* part time position offers the chance to work a flexible schedule while strengthening and maximizing the organizational capacity of this unique not-for-profit.

Herstory Writers Workshop:

Founded in 1996 by Erika Duncan, Herstory Writers Workshop (HWW) provides opportunities through guided memoir writing that empower women to turn their intimate stories into works of art crafted so that others can hear. The HWW's unique teaching environment helps women create literary works that uphold values of empathy, inclusiveness, self-guided healing, safety and the search for social change through the written word.

HWW's highly successful teaching method is offered in Spanish and English through a variety of settings, including academic institutions, women's prisons, union halls, libraries and other community-based venues. Participants in HWW include women of all ages, races, religions, financial status, and sexual orientation.

Herstory's office is in Centereach, NY. The current executive director, Erika Duncan, plans to move to the position of Artistic Director. The staff consists of a part-time office manager, part-time PR consultant, and a team of facilitators.

Transitional Executive Director:

HWW's dedicated and active 11-member Board of Directors seeks a compassionate, hands-on executive, with an enthusiasm for the power of the written word, social justice and women's issues, to assist HWW maximize its organizational capacity. During the first six months of the position, the primary responsibilities of the Transitional Executive Director will include:

- ❖ In partnership with the Board and Artistic Director, develop and implement a strategic business/marketing plan designed to increase the organization's funding base.
- ❖ Management of all administrative tasks and functions.
- ❖ Secure new and existing grants
- ❖ Direct solicitation of gifts

Other qualifications include:

- ❖ BA/BS Degree (minimum, advanced degrees preferred)
- ❖ Minimum of 5 years experience in management and/or development, including budget and/or financial experience
- ❖ Excellent written and oral communication skills
- ❖ Adept and comfortable with community outreach and public speaking
- ❖ Track record for writing grants and personally soliciting donations
- ❖ Entrepreneurial spirit and outside the box thinker
- ❖ Goal oriented with strong organizational and leadership skills
- ❖ Ability to work collaboratively with the Board of Directors and Artistic Director
- ❖ Interest and commitment to Herstory's mission
- ❖ Strong computer skills in Microsoft Word, Quick Books and Excel with ability to manage a database
- ❖ Desire and willingness to work a flexible schedule as needed
- ❖ A self-starter who is ready to hit the ground running
- ❖ Familiarity with the Long Island nonprofit sector is preferred

Salary:

\$35,000 for initial six months. The goal is for this position to become permanent with annual salary to be negotiated.

To Apply:

HWW has retained the services of the Long Island Center for Nonprofit Leadership to conduct the search for its Transitional Executive Director.

Please submit a letter of interest, a resume and the names and contact information of three references by August 31, 2009, to Ann Marie Thigpen, Director, The Long Island Center for Nonprofit Leadership at linonprofit@adelphi.edu. All applications will be held in confidence.