



of Long Island

## Executive Director – Long Island, NY

*The mission of Girls Inc. of Long Island (“GILI”) is to inspire all girls to be **strong, smart and bold**. We provide school and community based programming that serves the unique needs of girls, ages 5-18, living in Nassau and Suffolk Counties. Through community partnerships, we help girls to achieve their full potential making their future brighter. Girls Inc. of Long Island is dedicated to the advocacy of gender equity for all girls in all areas of their lives. Through participation in our programs, girls learn the skills to become leaders in their communities, leading to exponential change.*

**We are currently seeking a professional, innovative and enthusiastic Executive Director for the Long Island affiliate headquartered in Deer Park, NY.**

This is a multifaceted role focusing on providing mission driven programming to our region. Working closely with the national organization and Program Coordinators, you would support the development and implementation of programs in partnering schools. Community outreach as well as building and maintaining relationships are critical components of this role. In addition to being the face of Girls Inc. Long Island you will also steward the Board of Directors.

### RESPONSIBILITIES

- Successfully influences, motivates, and cultivates supporters to achieve the mission, vision, goals and objectives of GILI.
- Collaborates with key community stakeholders, local organizations, institutions, donors, the media and colleagues to establish and sustain positive relationships and to increase visibility of GILI.
- Oversees all operations of GILI, including managing the human and material resources to carry out the GILI mission. Ensures effective and efficient assignment of personnel and volunteers, and use of physical resources.
- Hires, trains and supervises staff with approval of the Board of Directors.
- Successfully interacts with and supports the Board as a governing body, including its officers, committees and individual members. Ensures that the board has the necessary support to effectively and efficiently operate, including, but not limited to, provision of timely and relevant information.
- Develops sustainable financial resources through grants, fundraising and earned revenue to support GILI’s programs and administration. Identifies new funding sources and opportunities to engage donors. Supports fundraising efforts of the Board and affiliated group, i.e., GIRLfriends network.

- Conducts ongoing monitoring of initiatives and budget to ensure GILI functions are consistent with plan and funding obligations. Sets appropriate priorities and practices effective risk management.
- Develops the strategic direction of GILI in concert with the Board and staff, including creating realistic short and long term goals. Develops annual program plan and budget with input from Board of Directors.
- Provides input to Girls Inc. national initiatives and builds GILI recognition as a local affiliate. Represents GILI with excellence and works in an affirming manner, consistent with organizational values. Anticipates needs of GILI and takes initiative.
- Adheres to all GI established protocols, policies and standards. Ensures all administrative and financial responsibilities are carried out in a timely fashion with the highest of standards. Resolves work issues and makes appropriate decisions within scope of responsibility.

The above is intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities and duties required.

## **QUALIFICATIONS**

**Education:** Four year college degree (BS/BA) required. Master's Degree preferred in the field of community organization, social work, public or business administration or non-profit management.

**Experience:** Minimum of 7 year related experience. Demonstrated ability for strong communication and influencing skills along with public speaking and writing. Demonstrated ability to develop and implement fundraising strategies. Demonstrated ability to build and sustain community and governmental relationships/partnerships. Proven experience in influencing others and building relationships.

**Management Experience:** Minimum 3 years related management/supervisory experience. Familiarity with federal, state and local employment laws.

**Travel:** Ability to travel within the serviced region.

**Other:** Proficient with MS Office. Familiarity with Google Drive and PayPal applications. Familiarity with non-profit accounting and bookkeeping a plus.

If you are interested in this opportunity, please send cover letter, resume, and references to [info.girlsincli@gmail.com](mailto:info.girlsincli@gmail.com) by June 15<sup>th</sup>. Please include EXECUTIVE DIRECTOR in the subject line of your email.

*Girls Inc. of Long Island is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.*