



POSITION: Chief Executive Officer

Summary

Girls Inc. of the Pacific Northwest (GIPNW) inspires all girls to be strong, smart, and bold through direct service and advocacy. In partnership with schools throughout Portland, Seattle and SW Washington, GIPNW focuses on holistic youth development. Participants learn to value their whole selves, discover and develop their inherent strengths, and receive the support they need to navigate the challenges they face. The combination of long-lasting mentoring relationships, a pro-girl inclusive environment, and research-based programming equips young people to navigate gender, economic, and social barriers, and grow up healthy, educated, and independent. Informed by youth and their families, we also advocate for legislation and policies to increase opportunities and rights for all girls.

Primary Responsibilities

The Chief Executive Officer is responsible for the strategic leadership of the organization and oversight of all Girls Inc. programming in Oregon and Washington.

- The CEO is responsible for managing staff, program administration and interfacing with the National Girls Inc. organization.
- The CEO partners with the board of directors to ensure long-term planning, strong fund development success, and representation of Girls Inc. in the community – all leading to continuous and healthy growth.
- The CEO has primary responsibility for building partnerships with schools, key community leaders, government and community organizations, foundation officers, and corporate and individual donors.
- The CEO ensures the prudent management of finances; developing and rewarding an effective, culturally competent staff; assuring that nonprofit/legal requirements are met; advocating for the rights and needs of girls and inspiring staff and volunteers to motivate girls to be Strong, Smart and Bold.

This position reports to the Chair of the Board of Directors and manages a \$1.5M budget and staff of 16 across Portland, Seattle, and Vancouver, WA.

Key Leadership Competencies and Management Skills

- **Managing Vision and Purpose:** Communicates a compelling and inspired vision and ensures the implementation of the organization's mission. Facilitates continuous and healthy growth by engaging the team in long-range strategic planning for achieving its mission and evaluating progress toward goals. Maintains a working knowledge of research and trends in girls' issues and in youth development.
- **Strategic Agility:** Anticipates future consequences and trends. Can plan and implement short-, intermediate-, and longer-term opportunities. Provides leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carries out Board authorized policies and plans.
- **Political Savvy:** Ability to perceive complex interrelationships among situations and the implications of those complexities. Serves in the community as a liaison to partnerships and coalitions related to girl and youth development issues. Creates and strengthens sound working relationships and cooperative agreements with program partners, community leaders and organizations.
- **Organizational Agility:** Knowledgeable about how organizations work; understands the culture of organizations.
- **Integrity and Trust:** Demonstrates high degree of trust and integrity, is a direct, truthful individual; keeps confidences; demonstrates humility, admits mistakes.
- **Communication:** Ability to communicate effectively orally, auditorily, visually, in writing, in presentations, and via computer. Effectively represent the organization to outside organizations.
- **Decision Quality:** Uses a mixture of data/analytics, wisdom, experience and judgement to make good decisions. Seeks out others for advice and solutions.
- **Culturally Competent:** Models cultural competence as an ongoing learning experience for all personnel; incorporates diverse cultures, ethnicity, languages and abilities into delivery of programs, materials and communication.
- **Business Acumen:** Knows how businesses work; understanding of nonprofit accounting and ability to read financial data to make decisions of financial health. Maintains policies, official records and documents to ensure the legal and regulatory compliance of the organization and the safety of its constituents.
- **Supervision and Staff Development:** Oversee the recruitment, employment, training and separation of all paid and unpaid personnel. Ensures that sound human resource practices are used including job descriptions, annual performance appraisals, ongoing coaching, mentoring and training.
- **Fund Development and Fundraising:** Oversees design and leads all fundraising efforts for the organization; understands revenue development, donor cultivation and stewardship; knows how to craft strategic grant proposals and reports.

- **Marketing and Public Relations:** Oversees the overall marketing and promotional functions to construct and market an appropriate image.
- **Human Resources:** Oversees, guides and manages the human resource services, policies, and programs and practices for the agency.
- **Board and Volunteer Engagement:** Knowledge of board and volunteer recruitment, retention, recognition and risk management strategies. Promotes active and broad participation by board members, advisers, and supporters in all areas of the organization.

Essential Knowledge and Skill Requirements

- Bachelors' Degree in a human service field, business or related field, or equivalent work experience.
- Minimum of 10 years of experience in leadership and management positions.
- Demonstrated knowledge of youth development concepts and of the legal and developmental basis for single-gender programming.
- Ability to educate the board in its governance responsibilities, particularly in its fund development and organization capacity responsibilities, providing the board with the tools to carry out its responsibilities.

Compensation and Benefits

Annual Compensation: \$120,000 – 150,000

Competitive benefits, including:

- 100% paid Medical, Dental, and Vision premiums for employees, plus a buy-up option to a lower deductible plan
- Generous PTO and Sick Time, Paid Holidays, plus quarterly office closures
- Flexible Spending Account options for healthcare expenses, childcare, and public transit
- Option to contribute to 403(b) Retirement Plan, with 3% employer contribution after a year of service
- Short Term Disability and Life Insurance Plan options