

Girls Inc. of Greater Philadelphia and Southern New Jersey CEO Job Description

Position: Chief Executive Officer

Report To: Board of Directors

Empower the Next Generation of Strong, Smart, and Bold Women Leaders

Do you want to make a meaningful, lasting impact on the lives of girls and young women in Pennsylvania and New Jersey? As the CEO of [Girls Inc. of Greater Philadelphia and Southern New Jersey](#), you will have the unique opportunity to transform the trajectories of hundreds of girls from underserved communities, empowering them to become strong, educated, and independent leaders.

[Girls Inc.](#) is a respected nonprofit organization with a proven track record of inspiring all girls to be strong, smart, and bold. Through long-lasting mentoring relationships, a collaborative and inclusive work environment, and innovative, research-based programming, we equip girls to overcome gender, economic, and social barriers. Informed by the girls and their families, we also advocate for policies that increase opportunities and rights for all girls.

The Role

Reporting to the engaged and supportive Board of Directors, the CEO provides the strategic vision, leadership, and management to achieve the organization's ambitious mission. Key responsibilities include:

Transformative Impact and Growth

- Lead the expansion of services to reach thousands of girls and young women across Pennsylvania and New Jersey
- Work closely with the national Girls Inc. organization to leverage their resources and expertise
- Collaborate with the dedicated program team to ensure excellence in delivery and alignment with the mission

Innovative Fundraising and Financial Management

- Oversee and manage a \$2M annual budget, including approximately \$1M in grant funding
- Partner with the Board to diversify revenue streams and increase annual funding through foundation, government, corporate, and individual giving
- Establish new strategic corporate/business partnerships to secure financial and in-kind support
- Develop a planned giving program to secure legacy/bequest commitments
- Enforce controls and establish effective systems, processes, and procedures to ensure financial compliance, deliver on commitments, and achieve strategic priorities
- Oversee the annual budgeting process, monthly financial reporting, and annual audit to maintain compliance with nonprofit standards

Collaborative Leadership and Culture

- Provide day-to-day leadership, coaching, and direction to a passionate team of 25+ staff and volunteers
- Foster a positive, mission-driven work environment that promotes diversity, equity, and inclusion
- Collaborate closely with the Board to define strategic priorities and ensure organizational alignment

Board Development and Relations

- In partnership with the Board Governance committee, conduct an annual review of bylaws and policies to ensure alignment with best practices
- Support maintenance of a strong board through collaboration on annual retreats and strategic planning
- Engage the Board in a structured evaluation process and identify potential new board member prospects to fill needs

Program Impact and Growth

- Enable the expansion of services to reach more beneficiaries and ensure program alignment with the mission
- Collaborate with the Program Director to monitor program commitments and maintain excellence
- Conduct annual program reviews and work with the Board to define and refine priorities

Community Engagement and Visibility

- Serve as the public face and ambassador for the organization
- Raise the organization's profile and establish new partnerships to expand program reach
- Effectively communicate goals and outcomes to the Board, funders, and stakeholders

Qualifications

- Proven track record of securing and growing diverse revenue sources for a nonprofit organization
- Demonstrated experience leading and developing high-performing teams
- Minimum 10 years of relevant professional experience, preferably in the nonprofit, education, or youth development sectors
- Strong familiarity with nonprofit governance, corporate social responsibility, and community engagement

Salary Range: \$125,000 - \$150,000

Benefits: Competitive benefits package including health, dental, vision, retirement, and generous paid time off.

Location: Philadelphia office with the option to work remotely up to 3 days per week. Occasional travel required.

Join Our Mission-Driven Team

If you are passionate about empowering the next generation of strong, smart, and bold women leaders, this could be your perfect opportunity. As CEO, you will have the chance to transform the lives of hundreds of girls and young women while working alongside a dedicated, collaborative team and an engaged Board of Directors.

How to Apply

Interested applicants are invited to submit a cover letter and resume by emailing apply@girlsincpa-nj.org. The deadline to apply is August 12, 2024. Application review will begin after the deadline has passed.