

# Growing Up Knowing

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## Executive Director Job Description

The Executive Director is responsible for the day to day management of the organization. In addition, the Executive Director maintains significant relationships with the Board and its officers, funders and community partners. The Executive Director is responsible for the organization's consistent achievement of its mission, work and financial objectives according to the strategic direction set by the Board of Directors.

### **Primary Duties and Responsibilities include:**

#### **Organizational Leadership and Management**

- Builds impactful relationships with local partners, community leaders, donors and foundations.
- Demonstrates an energetic, entrepreneurial nature that combines leadership and intellectual curiosity with practical management skills.
- Provides overall leadership of in all aspects of managing the organization day to day including development and execution of plans, policies, programs, activities, grants, and related business.
- Oversees the financial management of the organization. Manages the approved annual budget, ensuring that targets are met, risk is mitigated, and policies are in place to assure accountability of all funds, physical assets and other property.
- Performs accounting tasks including depositing donor checks, mailing and organizing facilitators' fees, preparing financial reports, and assisting with annual audit, etc.
- Supervises the work of the Program Specialist and contractors, including facilitators
- Performs other duties and responsibilities as required.

#### **Community Impact**

- Provides leadership to ensure GUK is implemented to have meaningful community impact.
- Maintains relationships with current partners while building new relationships with partners to support consistent community programming.
- Oversees process to ensure facilitators are recruited, trained and effective in delivering impactful community program
- Leads robust program for data collection and assessment to measure program impact
- Develops new programs as needed to meet community and partner needs

#### **External Affairs and Fundraising**

- Ensures the implementation of a unified, consistent brand.
- Leads fundraising efforts to secure significant investments from a variety of sources including individual donors, businesses and foundations.

- Creates and manages effective communication to the board, staff, contractors, donors and the public.
- Develops innovative strategies to address the changing social and economic landscapes impacting the organization's mission, vision, and activities.
- Ensures the mission is represented to appropriate audiences.

## **Board Engagement**

- Engages and collaborates with Board members and volunteers to set the organization's strategic direction and policies, enabling GUK to adapt to changing needs within the community.
- Maintains an authentic partnership with the Board to shape future momentum of the organization.
- Works with the Board to identify, recruit and cultivate new Board members and committee chairs who best fit the organization's values and strategic objectives.
- Oversees the preparation of annual operating plans and budgets for review and approval by the Board.
- Provides regular reports on all strategic, operational and programmatic matters.
- Provides operational data to the Board at each meeting on key operational indicators as directed by the Board calendar.

## **Qualifications:**

- Minimum five years related experience; nonprofit leadership experience a plus
- Organizing, training and facilitating experience
- Self-starter personality
- Organized, motivated and upbeat
- Proficiency with spreadsheets, databases, social media and word processing
- Ability to multi-task and prioritize in a dynamic work environment
- Strong attention to detail and ability to work as a team member with minimal supervision
- Solid written and oral communication skills and excellent presence
- Ability to develop effective work plans, organize details, set priorities and meet deadlines
- Ability to work flexible hours (evenings, weekends) and travel within the State of Mississippi
- A commitment to equity
- Interest in and commitment to Growing Up Knowing's mission

Growing Up Knowing is an equal employment opportunity employer.

**To apply, send your resume or Curriculum Vita by October 10, 2019 to:**

**[search@growingupknowing.org](mailto:search@growingupknowing.org) or**

**P.O Box 16123, Jackson, MS 39236**