

## Executive Director, Girls on the Run Silicon Valley



### **Position Summary**

The Executive Director (ED) of Girls on the Run Silicon Valley (GOTRSV) is responsible for the overall strategic, operational, and financial leadership of the organization across the Silicon Valley region which includes Santa Cruz and Santa Clara Counties. The ED works closely with the Board of Directors (BoD) and Girls on the Run International (GOTRI) headquarters to fulfill the mission of empowering girls in grades 3-8 to be joyful, healthy, and confident. The ideal candidate has a deep passion for youth development, strong business acumen, and proven experience in nonprofit leadership.

This role is pivotal to scaling the impact of Girls on the Run in Silicon Valley and ensuring that more girls have access to life-changing programs that promote joy, health, and confidence. We are looking to bring on board this position in March of 2025.

### **Key Responsibilities**

#### **Leadership & Strategic Planning**

- Lead the development and implementation of strategic plans to expand program reach and impact, aligning with the GOTR mission and values.
- Collaborate with the BoD to assess organizational needs and set long-term goals for growth and sustainability.

#### **Fundraising & Development**

- Design and execute a comprehensive fund development strategy, including individual and corporate giving, grants, sponsorships, and special events.
- Oversee the preparation and management of the organization's budget, ensuring financial health and resource optimization.
- Develop and maintain strong relationships with donors, sponsors, and community partners to secure financial and in-kind support.
- Lead major fundraising events and campaigns to meet revenue targets and expand donor base.

#### **Program Management & Evaluation**

- Ensure the delivery of high-quality programs across all sites, adhering to national GOTR standards and local needs.
- Monitor and evaluate program effectiveness through data-driven analysis, using key performance indicators (KPIs) to guide decisions.
- Expand program access to underserved communities, emphasizing diversity, equity, and inclusion.
- Manage budgeting, financial forecasting, and operational efficiencies in collaboration with the Board's finance committee.

#### **5K Management**

- Work in coordination with the 5K Manager and assist with all aspects of the annual Girls on the Run 5K management, logistics, and execution.
- Ensure that all permits are filed and that the event is in compliance with applicable regulations.
- Manage sponsorship development, engagement, benefits, and relationships.

#### **Community & Partnership Engagement**

- Serve as the primary ambassador & spokesperson of GOTRSV, building and maintaining relationships with community leaders, schools, volunteers, and partners.
- Oversee community outreach initiatives and public relations to enhance the council's visibility and impact.

## **Staff & Volunteer Development**

- Lead, mentor, and develop a team of staff and volunteers, promoting a collaborative and mission-driven culture.
- Oversee the recruitment, training, and retention of volunteer coaches, with a focus on diversity and community representation.
- Provide ongoing professional development opportunities for staff to enhance their skills and effectiveness.
- Step in as needed to absorb work when there are staff changes or support is needed.

## **Board Relations**

- Partner with the Board of Directors to advance the organization's mission and strategic priorities, providing regular updates on program progress, financial health, and strategic initiatives.
- Support board development, including recruitment, orientation, and engagement of board members in fundraising and advocacy efforts.
- In coordination with the Board, identifying and planning for infrastructure growth to parallel the growth of the program

## **Organizational Administration**

- Ensure that the organization is in compliance with all laws and guidelines governing nonprofit organizations and the Girls on the Run International Membership Agreement, Policies and Guidelines.
- Develop and implement necessary policies and procedures.
- Effectively develop business systems and strategies and ensure appropriate implementation.
- Maintain ethical standards and accountability, manage risk, perform due diligence, and implement operational best practices.

## **Qualifications**

- Proven experience in nonprofit leadership, with a track record in strategic planning, fundraising, and community engagement.
- Strong business acumen with the ability to manage a budget and drive financial sustainability.
- Established track record in fundraising, including securing major gifts, grants, and sponsorships.
- Passion for the GOTR mission and a commitment to empowering young girls.
- Excellent communication, relationship-building, and public speaking skills.
- Bachelor's degree or equivalent experience; advanced degree preferred.
- Minimum of 7-10 years of leadership experience in nonprofit management, preferably in youth development or education.

## **Compensation and Benefits**

- Salary starting at \$105K/year and benefits package commensurate with experience.
- Accrued PTO
- 401K plan with employer match
- Educational opportunities for growth and skill building
- Work is meaningful, mission-driven, and rewarding!

**To Apply:** Please send **cover letter and resume** to [jobs@gotrsv.org](mailto:jobs@gotrsv.org). Be sure to include your name and the job - Executive Director - that you are applying for in the subject line. Incomplete applications will not be considered.