



## **POSITION ANNOUNCEMENT & IDEAL CANDIDATE PROFILE**

**Executive Director**  
**Women's Fund South Coast**

### **WHO WE ARE**

The Women's Fund began in 2001 with a donation to the Community Foundation of Southeastern Massachusetts by Judge Bettina Borders. Her vision was to promote equity and opportunity by creating a resource for the region's women and girls and the organizations that serve them. Since its establishment, the Women's Fund has continued to increase the amount of funds granted to support projects improving the lives of women and girls in the SouthCoast.

In 2020, the Women's Fund Southcoast became a non-profit organization duly incorporated in the Commonwealth of Massachusetts. In 2021, it was assigned 501c3 tax status by the Internal Revenue Service and continues to be a voice for equity of women and girls. Its mission is to support and sponsor social change that advances educational attainment, economic security, and financial independence for women and girls in our region. The Fund is looking for a dynamic individual to lead the largely volunteer organization, grow its grantmaking capacity, expand its visibility and impact, and build coalitions with local organizations to address the specific needs of women in our area.

### **POSITION OVERVIEW**

The Executive Director is responsible for the executive leadership and day-to-day management of the Fund, including strategy, grantmaking, fundraising, and business operations. The Executive Director will provide strategic executive leadership to sustain, elevate, and enhance all organization activities. One of the Executive Director's first projects will be to update the Fund's strategic plan for 2023 onward.

Having existing and strong community roots is preferred for the incumbent's success. However, consideration will be given to experienced candidates with a passion for the mission, excellent collaboration and community-building skills, and a thoughtful plan. Respect, knowledge, and passion for diversity, equity, and inclusion are imperative as the Fund champions these values and embeds them in its practices.

This is a full-time position, hired by and directly accountable to the Board of Directors through its elected Board President.

## **PRIMARY DUTIES & RESPONSIBILITIES**

The Executive Director will be responsible for the following:

### **Leadership**

- Initiate and manage the strategic planning process, integrating Board of Directors, staff, and stakeholders' input
- Develop and monitor operating plans to support strategic plan implementations
- Oversee the planning, implementation, and evaluation of the organization's initiatives
- Identify and address internal and external issues affecting the organization
- Foster effective interaction among the Board of Directors, staff, volunteers
- Provide leadership and support to the Board of Directors and committee chairs
- Partner with the Board President on organizational leadership and board management
- Provide leadership and coordination for Board level planning
- Act as a spokesperson for the organization and represent the organization externally

### **Fundraising**

- Develop and oversee the annual and long-term fundraising and communication activities of the organization
- Work with staff and Board to identify and implement strategies generating revenue to increase the financial health of the organization
- Enlist board and enable volunteers to participate in implementing various fundraising and communication projects
- Lead development activities including cultivation, solicitation, and stewardship of major gifts from individuals, exploring new partnerships and fundraising opportunities with organizations and corporations, and writing grants and reports to foundations
- Assist in writing and reviewing essential fundraising and communication materials including grant proposals, annual appeal, annual giving report, 990 form, events, and possible multi-year campaign pieces
- Oversee and implement any major multi-year fundraising campaigns as mandated by a strategic plan including preparing materials, training the Board and volunteers, soliciting multi-year pledges and gifts (while carrying out yearly annual appeal), tracking financial info and timely gift receipts

### **Operations**

- Oversee the efficient and effective day-to-day operation of the organization
- Oversee all human resource management and administrative functions
- Recruit, provide leadership and guidance, and motivate a diverse staff to accomplish strategic and targeted objectives
- Provide system for staff orientation, development and training
- Create a positive and productive work environment
- Serve (or delegate authority to serve) as a member of key volunteer committees
- Support the Board by preparing meeting agendas, reports, and other meeting materials

### **Financial Management**

- Manage the organization's financial resources and develop budgets aligned with operating and strategic plans
- Work with the Board of Directors and Finance Committee to provide a comprehensive annual budget and ongoing monthly financial reports
- Prepare and produce the annual giving report
- Assume responsibility for developing and maintaining sound financial practices
- Ensure that the organization operates within budget guidelines
- Verify that funds are disbursed in accordance with contract requirements and donor designations
- Work effectively at an executive level with an outside accountant and investment consultants as needed

### **Community Relations and Advocacy**

- Communicate with stakeholders and inform them about the work of the organization to engage them in the organization's mission
- Develop strategies to build the brand of the Fund and to bring more visibility to the organization and its mission
- Establish and maintain good working relationships and collaborations with community groups, politicians, and other organizations to advance the mission and aid in fund development
- Maintain expertise in current research, policies, challenges, and successes related to economic security for women
- Ensure that grant-making processes and practices are evidence-informed, maximize impact, and consider the needs and capacity of potential grantees
- Lead the Women's Fund's efforts to embody social justice philanthropy, including building and sharing power with the communities of women we serve
- Work with community leaders and grantees as experts and partners in supporting advocacy and social change grant-making
- Serve as an effective spokesperson for the Women's Fund to advance social change in support of the mission

### **QUALIFICATIONS**

The WOMEN'S FUND SOUTHCOST seeks a dynamic, experienced leader who will welcome the challenge of developing and implementing an ambitious strategic plan and make a commitment to building the Fund's capacity and impact over time. The ideal candidate is a systems-oriented, energetic, visionary. The incumbent will have a passion for the organization's mission, a proven record in fundraising and fiscal management, and solid management credentials. A seasoned professional with a bachelor's degree is required. Nonprofit management experience is preferred. The Executive Director must be flexible and available for meetings and events that take place in the evenings and weekends.

The successful candidate will possess many of the following qualifications and attributes:

- Knowledge about and the ability to articulate the social, economic, and educational issues that affect equity and social justice for women and girls
- Commitment to and enthusiasm for the Women's Fund mission and for addressing the needs of women in Southeastern Massachusetts, especially greater New Bedford
- Fundraising experience, with prior success generating funds from a variety of sources, including major gifts, and major campaigns
- Experience writing grants to foundations and/or government entities and success at receiving financial support
- Understanding of the role of a fund in the regional non-profit landscape and the ability to ensure that the Women's Fund SouthCoast meets the appropriate standards
- Knowledge of significant trends in the field of philanthropy, women's funds, and not-for-profit management
- Demonstrated record of partnership and collaboration with individuals and organizations, including those across differences such as economic status, ethnicity, primary language and country of origin, sexuality and gender identity
- Experience with political/social advocacy and public policy
- Ability to manage operations and supervise employees, working as a proactive and effective and team-player
- Proven ability to cultivate a strong culture of volunteerism, to support volunteer leadership development, and to leverage volunteers to expand organizational capacity
- Diplomacy and political acumen, sound judgment and ability to think critically and strategically
- Public presence, charisma, and the ability to inspire, motivate, and to connect with people from diverse communities
- Ability to measure and demonstrate results quantitatively and qualitatively
- A keen sense of marketing along with experience in using social media and technology
- Outstanding written and oral communication and information management skills
- A positive, can-do outlook

## **SALARY AND BENEFITS**

This is a full-time position with benefits, including paid time off, health, dental, life insurance and matched employer retirement contribution. Competitive salary based on skills and qualifications.

## **APPLICATION PROCESS**

To apply, please send a resume and cover letter to [info@womensfundsouthcoast.org](mailto:info@womensfundsouthcoast.org). All inquiries will be kept strictly confidential. Applications will be accepted until a suitable candidate is selected.

WOMEN'S FUND SOUTHCOAST is an Equal Opportunity Employer and actively seeks a diverse pool of candidates.