



Position profile: Executive Director
Reports to: Board of Directors

EmpowHer Institute is a 501(c)(3) non-profit organization whose mission is to empower girls and young women in marginalized communities by helping them gain the skills necessary through education, training and mentorship to become confident, college and career ready. EmpowHer was founded in 2003 and has served more than 4000 girls and young women across Los Angeles.

The organization is currently seeking an Executive Director to transition with the Founder/CEO in 2020 and lead EmpowHer to its next stage of growth. Join an award winning organization with an impeccable brand for service to teen girls in marginalized communities. This position will allow you to be on the forefront of restorative justice and the global movement of empowering young women as leaders who will ensure gender equality.

Position Summary

The Executive Director (ED) will have overall strategic and operational responsibility for EmpowHer Institute's staff, programs, expansion, and execution of its mission.

Major Responsibilities

Fundraising & Communications:

- Represent the Organization to its various constituencies; donors, Board, Committees, philanthropic organizations, the media and the public at large.
- Expand local revenue generating and fundraising activities to build sustainable models to support existing program operations and regional expansion.
- Use external presence and relationships to garner new opportunities to meet the long-term strategic and financial objectives of the organization.

Leadership & Management:

- Has an inspiring vision for where she/he wants to take the organization while still being able to consider other perspectives.
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of administration, fundraising, communications, and systems. Recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize EmpowHer Institute's volunteers, board members, committees, alumni, partnering organizations, and funders to achieve the goals established through the Organization's strategic plan.

Qualifications:

The ED will embody EmpowHer Institute's mission. Candidates should have proven non-profit leadership, coaching and relationship management experience. Other qualifications include:

- At least 5 years of senior management experience; track record of effectively leading and scaling an outcomes-based organization and staff.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams.
- Previous success working with a board of directors and funders.

Leadership Competencies

- **Accountability:** demonstrates personal accountability and is capable of motivating staff, key stakeholders, and board members.
- **Strong Communication and Interpersonal Skills:** Excellent presentation and communication skills. Capable of engaging with all stakeholders (school officials, teachers, board members, funders, mentors, staff, students).
- **Leadership and Influence Skills:** Demonstrates strong, but balanced, point of view. Has an inspiring vision for where she/he wants to take the organization while still being able to consider other perspectives.
- **Collaborative:** Able to influence and be influenced by the Board of Directors. Capable of establishing partnerships with other relevant organizations.
- **Financial Acumen:** Comfortable managing a budget and finances. Understands the importance of these capabilities to the success of the organization.

To request more information or to submit your resume for consideration, please contact us at: info@empowher.org. **EmpowHer Institute is an equal opportunity employer.**