



Position Guide

President & CEO

<https://girlsincindy.org/>

girls inc.

of Greater Indianapolis

POSITION: President & CEO

REPORTS TO: President, Board of Directors

LOCATION: Indianapolis, IN

MISSION: *To inspire all girls to be strong, smart, and bold.*

VALUES: Girls Inc. of Greater Indianapolis values diversity and inclusion in all of its forms and the rich dynamics that make all of us unique, including, but not limited to, race, ethnicity, color, sexual orientation, gender identity, culture, socioeconomic status, disability status, national origin, family structure, religion age, educational background, cognitive abilities, and organizational position.



ABOUT GIRLS INC. OF GREATER INDIANAPOLIS

Girls Inc. of Greater Indianapolis (“Girls Inc. Indy”) has been serving girls in the Indianapolis area since 1969. The organization, formerly known as The Girls Clubs of Indianapolis, was founded by three mothers who desired a safe space for their girls to grow up and be independent. Girls Inc. Indy has grown tremendously since its inception, providing programming to girls in two facility locations in the Indianapolis area. Today, Girls Inc. Indy serves 2,500 participants annually.

Girls Inc. of Greater Indianapolis inspires girls to be strong, smart, and bold by delivering engaging and empowering programs to girls in outreach locations. Girls can find programs, which are delivered by trained volunteer facilitators, at schools, youth organizations, and other community centers throughout greater Indianapolis.

The Girls Inc. of Greater Indianapolis’ program curriculum focuses on issues that all girls face like conflict management, college and career planning, and body image. Programs are split into one-hour sessions and are delivered over the course of six weeks and rotate

throughout the program year. The organization also ensures that programs are age-appropriate by customizing the content for age groups: 6-8; 9-11; 12-14; and 15-18. Girls Inc. Indy programs include:

WORK IT OUT: Work It Out empowers girls to navigate the conflict in their lives by developing empathy for others and understanding the consequences of hurtful behavior.

HEALTHY SEXUALITY: Healthy Sexuality equips girls with the skills and knowledge they need to navigate social pressures regarding sexuality, seek out healthy relationships with partners, and avoid unwanted pregnancies and sexually transmitted diseases.



ECONOMIC LITERACY: By exploring a wide range of financial issues, Economic Literacy builds self-reliance for girls as they embrace the knowledge that they are in control of their financial future.

OPERATION SMART: Operation SMART (Science, Math and Relevant Technology) empowers girls to explore science, technology, engineering, and math fields by engaging them in relevant, interesting activities to discover the world around them.

LUNCH BUNCH: By matching girls with professional female mentors, Lunch Bunch empowers girls to explore a variety of interesting careers and set their own educational and career goals.

REDEFINING BEAUTY: Redefining Beauty builds self-esteem and self-confidence in girls by confronting body image stereotypes.

MEDIA LITERACY: Girls Inc. Media Literacy uses hands-on activities to strengthen girls' awareness of the scope and power of the media and the effects of media messages on girls and women. Girls are empowered to craft their own messages and to explore media careers.

PROJECT BOLD: Girls Inc. Project BOLD helps girls identify resources and people to increase their personal safety, while providing basic self-defense techniques. This violence-prevention program provides a safe environment for girls to ask questions, get answers, and feel supported.

Eureka!: Scholars participate in a five-year science, technology, engineering, and math (STEM) focused program that begins with a four-week camp the summer before eighth grade. Eureka! builds girls' confidence and skills through hands-on programs featuring STEM activities. Eureka! also fosters personal development and college and career readiness, promotes lasting relationships with peers and mentors, and encourages positive risk-taking.

Summer Camp: The Day Camp is an affordable program that focuses on the words in our mission statement – strong, smart, bold, and inspired. Our summer camp is designed to inspire girls, ages 6-14, by challenging them mentally, enhancing their physical ability, promoting creativity, and encouraging them to take risks.

THE OPPORTUNITY

The President & CEO of Girls Inc. of Greater Indianapolis will have the opportunity to partner with a dedicated Board and staff on the execution of a new strategic plan and take the organization to its next level of impact. The organization has a strong reputation in the community and the opportunity to capitalize on that, to build capacity of the organization’s development engine, will be a focus. In early 2020, the organization received a \$2.5 million grant to establish an endowment from Lilly Endowment.



Through a comprehensive 11-month strategic planning process in 2019, Girls Inc. Indy committed to strengthening its operational health and implementing a new impact-driven program model with strong financial sustainability, smart resource management, and bold programmatic results. Through listening to girls and what they need, Girls Inc. Indy will combine the strengths of its original center-based model with the strengths of its outreach model through a new approach that is both comprehensive and adaptive.

Girls Inc. Indy has strategically shifted their programmatic emphasis to focus on serving 4th-8th grade girls with comprehensive, year-long programming designed for long-term impact. Studies show that confidence declines dramatically for girls at the age of nine; therefore, Girls Inc. will strategically deliver its most comprehensive programming when girls need it the most. Their new programmatic model, the Girls Inc. Experience, will engage about 700-800 girls per year through about 50 hours/year of focused programming. The organization will continue with its elementary-aged outreach programming in Marion County schools and year-long programming for girls in 8th-12th grade through their Young Women in Leadership (YWIL) and Eureka! curricula.

In addition to reimagining its programmatic model, Girls Inc. Indy will focus on strengthening long-term financial sustainability, supporting a positive staff, Board, and volunteer experience, and showcasing the organization as a trusted community leader.

The President & CEO will lead a team of 13 staff members, partner with a Board of Directors comprised of 16 dedicated leaders and have oversight of a budget of \$1.7 million.

CANDIDATE PROFILE

Girls Inc. of Greater Indianapolis seeks a leader who is passionate about the empowerment of girls. This leader will work collaboratively with stakeholders, partners, donors, volunteers, Board, and staff in a dynamic operating environment. This person will

be an effective leader, who will foster vibrant teamwork, pursue quality, support equity and diversity, engender mutual respect, and nurture a culture that is grounded in a shared vision. This dynamic leader will inspire stakeholders, community leaders, partners, donors, Board, and staff to work collaboratively to achieve the vision of Girls Inc. Indy as a place where everyone can prosper and reach their full potential.

Responsibilities include:

- **Strategy and Vision.** The CEO will articulate a consistent and compelling vision of the organization to relevant stakeholders. In conjunction with the Board of Directors, they will facilitate continuous and healthy growth by engaging the team in short- and long-term strategic planning. This leader establishes measurable goals and outcomes for each strategic initiative, reporting progress regularly to the Board and relevant constituents. They will track measurable outcomes and goals via an organizational action-plan.
- **Fund Development.** This individual will expand and diversify funding sources to best position the organization for future success, with a specific focus on increasing individual and corporate revenue lines. They will explore earned-revenue streams of income for future stability and continuously develop new relationships while strengthening existing ones in the community, specifically with major donors. In conjunction with the development team, the next leader will play a key role in executing the development plan to ensure financial success.
- **Marketing and Communications.** This leader will serve as the face of the organization and represent the organization with excellence. In conjunction with staff, oversee all external marketing and communications material in order to preserve and protect the Girls Inc. brand. They will ensure Girls Inc. Indy is consistently and positively showcased in media outlets and in various panels and speaking engagements throughout the community, showcasing the organization's value proposition and leadership.
- **Program Development and Leadership.** The CEO will oversee the development, execution, and implementation of high-quality programs and ensure programming is administered in accordance with national Girls Inc. and affiliate guidelines and procedures. They will ensure programs are effectively resourced, optimized for maximum participation, and reflect a commitment to the mission as well as positive youth outcomes. New school partnerships will continually be forged while also fostering and stewarding long-standing relationships with school administrations and community partners.
- **Business & Finance:** This leader will ensure effective and efficient business operations, including finance and administration. They will recommend timelines and resources needed to achieve the strategic goals and effectively use data to drive decisions and positive outcomes in all aspects of the organization. They will ensure the fiscal integrity of Girls Inc. and provide the Board with a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

- **Board of Directors Development.** This individual will develop, recruit, maintain, and support a strong and diverse Board of Directors that reflects the participants and communities Girls Inc. serves. They will co-lead and support each Board committee, providing guidance as an ex-officio member; seek and build board involvement with strategic direction. They will ensure the Board has the tools they need to be successful, including a solid understanding of programs, finances, tools to advance fundraising, and to be a stellar fiduciary of the organization.
- **Staff Development.** The President & CEO will foster a culture where diversity is celebrated and all staff feel a deep sense of belonging, where voices and perspectives are valued and heard. They will lead, coach, and develop qualified and committed Girls Inc. Indy staff, fostering a culture of high expectations while also maintaining a positive culture and community of support.

QUALIFICATIONS

This is a high-energy position for a dynamic leader who is excited about expanding opportunities for youth through the impact of empowerment and mentoring. This results-oriented leader works collaboratively with teams and diverse constituencies to achieve goals. This person is a compelling and credible advocate who tirelessly works as an ambassador for the organization.



The ideal candidate should demonstrate a career path of progressive leadership and management experience in the nonprofit, corporate, and/or government sectors. Applicants should have significant experience in growing the capacity and impact of an organization that focuses on complex, systemic issues. Candidates should demonstrate the ability to operate effectively within a nonprofit governing environment. Ideally, this individual has

experience working in volunteer-driven organizations, and/or in an organization that serves a state-wide or multi-jurisdictional audience.

The most qualified candidates will possess the ability to establish and maintain effective and collaborative external relationships with current funders, potential donors, as well as allies in business, government, and community-based organizations. An ability and desire to raise private contributions is necessary.

To apply, please send a current resume and letter of introduction to Kittleman & Associates, LLC at <https://bit.ly/2PYUNfG> (click on the Apply button at the bottom of the page).

If you would like to learn more about Girls Inc. of Greater Indianapolis, please visit <https://girlsincindy.org/>

Equal Employment Opportunity Statement:

It is the policy of Girls Inc. to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, sex, religion, national origin, citizenship, pregnancy, sexual orientation, gender identity, age, disability, genetic information, military status and political belief or any other protected characteristic as protected by law. Girls Inc. prohibits and will not tolerate any such discrimination or harassment by supervisors or employees. Girls Inc. will not tolerate harassment of our employees by anyone, including vendors.