

GIRLS INC. OF WESTCHESTER COUNTY

Executive Director

Westchester County, New York

Reports to: Chair, Board of Directors

The Opportunity

Girls Inc. of Westchester County (GIWC) is searching for a dynamic, mission-driven Executive Director to lead the organization through an exciting and pivotal period. This is not a caretaker role — it is a builder's role. GIWC has strong bones: exceptional programming, a passionate and engaged Board, and a clear sense of purpose. What it needs now is a transformational leader who can build the infrastructure, energize the fundraising, and position GIWC as the undisputed champion of girls' empowerment across Westchester County.

Founded in 2007 and affiliated with the national Girls Inc. network — a 150-year-old organization serving more than 138,000 girls annually across the U.S. and Canada — GIWC delivers research-based, hands-on programming designed to help girls ages 9–18 grow up strong, smart, and bold. GIWC girls learn to set goals, confront challenges, resist peer pressure, and explore fields like STEM. They graduate as confident, independent young women ready to shape their communities.

This is a rare chance to step into a leadership role with genuine impact — and leave a lasting mark on the next generation of girls in Westchester.

Where We Are — and Where We're Going

GIWC is an organization with extraordinary potential at an inflection point. Our programs are high-quality and creative. Our Board is deeply committed and actively engaged. We have recently strengthened our governance frameworks and internal controls. At the same time, we are clear-eyed about the work ahead:

- Building a diversified, sustainable funding base — reducing reliance on a single annual fundraiser and expanding individual giving and corporate partnerships
- Establishing GIWC as the recognized brand for girls' empowerment in the region
- Strengthening organizational infrastructure — systems, processes, and people — to support efficient and effective program delivery
- Addressing facilitator recruitment and retention to sustain program quality
- Developing a multi-year strategic plan to reach more girls across Westchester County

The incoming Executive Director will have the opportunity to set direction, build a high-performing team, and grow GIWC into a well-resourced, regionally recognized organization. This is the kind of role where a talented leader can make a visible, lasting difference.

Key Responsibilities

Fundraising & Development

- Lead all fund development strategy and execution, with fundraising accounting for approximately 50% of the role
- Diversify GIWC's revenue streams — building an individual major donor program, growing corporate partnerships, and reducing dependence on single-event fundraising

- Personally cultivate and steward relationships with donors, foundations, corporate partners, and community leaders
- Communicate GIWC's mission and impact in a compelling and inspiring way to a wide range of stakeholders

Organizational Leadership & Culture

- Set clear direction and priorities for the organization and each staff member; establish accountability systems and a culture of high performance
- Foster a workplace culture that reflects Girls Inc. values — transparent, collaborative, equitable, and mission-aligned
- Coach, develop, and inspire staff; build and retain a high-performing team
- Build the organizational infrastructure — systems, processes, and roles — necessary to support sustainable growth
- The Executive Director is expected to attend key programs and events, some of which may take place on evenings and weekends.

Board Partnership

- Serve as a trusted partner to the Board of Directors; keep leadership informed and engaged through clear, structured communication
- Work with the Board to define strategic direction and annual priorities
- Support Board development — identify prospective members, clarify roles and responsibilities, and strengthen Board capacity over time

External Relations & Community Presence

- Serve as GIWC's primary ambassador and public face in Westchester County
- Build and deepen relationships with schools, school boards, government officials, community-based organizations, and media
- Leverage the resources of the national Girls Inc. network to benefit our local affiliate
- Raise GIWC's profile as the leading authority on girls' empowerment in the region

Program Excellence & Operations

- Ensure programmatic excellence and rigor; hold the team accountable for delivering on program commitments and grant requirements
- Collaborate with program staff to develop a strategic curriculum and implementation plan
- Oversee day-to-day operations; establish effective systems and processes to ensure organizational efficiency
- Ensure legal and regulatory compliance and sound financial management

What We're Looking For

We are seeking a leader who is equally comfortable rolling up their sleeves on internal infrastructure as they are walking into a room and inspiring a major donor. The ideal candidate brings:

Experience & Background

- Demonstrated senior nonprofit leadership experience (5+ years), with a track record of leading organizational change
- Proven fundraising success — experience building a donor base, cultivating major gifts, and diversifying revenue
- Experience working with youth, education, or community-serving organizations
- Experience building systems, processes, infrastructure and team development to operationalize the organization now and in the future
- Track record of effective Board engagement and governance partnership
- Experience managing staff teams and budgets; strong financial acumen
- Knowledge of Westchester County — its communities, funders, and networks — highly preferred
- Bachelor's degree required; Advanced degree preferred

Leadership Competencies

- **Change Agent:** Comfortable navigating ambiguity and organizational change; skilled at identifying what's working, setting priorities, and implementing solutions through and with others
- **Inspirational Leader:** Motivates and energizes staff, volunteers, Board members, and donors; a positive role model who leads by example
- **Fundraising Strategist:** Thinks both strategically and tactically about development; can design a plan and execute it
- **Culture Builder:** Creates a safe space for diverse points of view and alignment with organizational values
- **Results orientation:** Set clear expectations and fosters transparency, accountability
- **Strong Communicator:** Crafts clear, compelling narratives; provides structured reporting; an effective public speaker and writer
- **Talent Developer:** Sets goals, provides coaching and feedback, holds people accountable, and helps them grow
- **Board Partner:** Knows how to engage a governing Board effectively — keeping it informed, aligned, and energized

Personal Attributes

- High emotional intelligence — empathetic, self-aware, and able to build trust across diverse stakeholders
- Integrity and transparency in all interactions
- Calm under pressure; shows "grace" in challenging situations
- Outcomes-focused; holds self and others to high standards
- Deep passion for the mission of girls' empowerment

Compensation & Benefits

Girls Inc. of Westchester County offers a competitive compensation package commensurate with experience:

- **Base Salary: \$110 - \$130K**

At GIWC, we strive to hire and nurture great talent. Actual salaries will vary depending on factors including but not limited to experience, specialized skills, and internal alignment.

- **Benefits** include Health benefits, SEP-IRA contribution based on company performance, professional development support and the opportunity to lead a mission-driven organization at a pivotal moment in its growth.
- GIWC is a community-rooted organization, and its next Executive Director will be a visible, active presence in that community. This role requires four days per week in the office, with Fridays available for remote work.

About Girls Inc. of Westchester County

Girls Inc. of Westchester County is an affiliate of Girls Inc., a national nonprofit organization with 150 years of history inspiring girls to be strong, smart, and bold. Through trained staff and volunteers, a safe and supportive girls-only environment, and research-based programming, GIWC equips girls ages 9–18 to navigate gender, economic, and social barriers — and to grow up healthy, educated, and independent.

GIWC is an equal opportunity employer committed to building a diverse and inclusive team that reflects the communities we serve.

How to Apply

Candidates are invited to submit the following materials:

- A resume or curriculum vitae
- A cover letter describing your interest in this role, your relevant experience, and your vision for Girls Inc. of Westchester County
- Salary expectations

Submit materials to: EDsearch@girlsincwestchester.org

We look forward to meeting the leader who will help shape the next chapter of Girls Inc. of Westchester County.

GIWC is an Equal Opportunity Employer. We do not discriminate on the basis of race, creed, color, national origin, citizenship or immigration status, religion, sex, gender identity or expression, sexual orientation, age, disability, marital status, military status, or any other characteristic protected by applicable law. All qualified applicants will receive consideration without discrimination.

Girls Inc. of Westchester County is an Equal Opportunity Employer.