

Girls Play Sports Executive Director Job Description

Girls Play Sports (“GPS”) is looking for a dynamic leader to assume the role of full-time Executive Director and steward the organization into its next phase of growth and development.

GPS is an Evanston, IL based non-profit with a mission dedicated to fostering leadership skills and confidence in girls through their participation in a wide variety of sports. We incorporated in April 2015 as a 501(c)(3) and have since provided 1500+ scholarships to girls in Evanston and Niles to participate at zero cost in our athletic and leadership programs. Hundreds of high school volunteers have served as mentors and coaches to our participants, sharing their stories and inspiring their younger counterparts to embrace the athlete and leader inside. GPS has contributed to the growing numbers of girls participating in sports at the high school level in Evanston, resulting in three consecutive years of more girls than boys participating in sports at Evanston Township High School. GPS was awarded the 2018 espnW Toyota Everyday Heroes award and is invited back annually to participate in the exclusive espnW Summit.

Position Overview

The Executive Director is responsible for fundraising and donor relations; oversight of the implementation of GPS programs; day-to-day operations of the organization including providing staff oversight of our part-time staff including an Executive Assistant, Development Director, Associate Development Director and Marketing Director; cultivation of the organization’s volunteer base including the Board of Directors; oversight of marketing and communications; and financial oversight. The Executive Director serves as the most visible representative of GPS.

Responsibilities

Fundraising & Donor Relations

- Set fundraising goals with Development staff for organization’s various activities and campaigns based on operational and programmatic needs
- Identify and cultivate new donor prospects (corporate sponsorships and individual donors) and steward existing donor relationships, including a partnership with NorthShore University Health Systems, to include keeping donors informed of programs and generating support for specific programming
- Oversee Development Committee’s execution of the annual fundraiser, including providing logistical support for all aspects of the event and active stewardship of donors, volunteers, and sponsors
- Oversee GPS’s end of year Annual Appeal, which kicks off on Giving Tuesday

- Manage correspondence and acknowledgement of gifts and pledges of support, write proposals, and draft donor/gift/pledge agreements as needed
- Maintain donor database to track fundraising progress, update donor records, and initiate mailings/direct mail campaigns

Programming and Engagement

- Oversee implementation of programs including:
 - Scheduling of programming;
 - Managing sign-up genius for District 65 after-school chaperones
 - Communications with school districts and facilities
 - Managing sports equipment needed for each program
- Understand the needs of volunteer coaches, parents, and program participants
- Stay apprised of GPS funding needs, educational and athletic trends, and relevant curriculum and educational issues that impact programming
- Make presentations to internal and external audiences as needed to inform about programs and GPS impact
- Attend site visits to observe programs in action
- Ensure programs are in compliance with agreed upon benchmarks
- Meet regularly with key stakeholders to provide programmatic updates
- Provide leadership and support for all aspects of year-round programming

Marketing and Communications

- Develop and oversee Marketing Director's implementation of marketing opportunities to publicize GPS' work and impact
- Oversee Marketing Committee to plan and write all press releases and e-news blasts
- Oversee communications with PTAs, schools, sponsors and partner organizations
- Write and manage the production, design, printing and mailing of Annual Report
- Oversee Marketing Director's production and design of marketing materials
- Oversee Marketing Director's updates of the website, database, listserv and social media sites
- Ensure a library of photographs are continually updated for marketing purposes, obtaining media consent permission as needed
- Keep apprised of marketing best practices and management

Financial Oversight



- Review and set annual budget in collaboration with the Finance Committee
- Take active role in annual audit, working closely with accountant and reporting to Finance committee and Board leadership
- Ensure timely filing of tax documents and maintain tax-exempt status
- Manage payroll service requirements and administration
- Provide ongoing oversight of organization's banking and investments with Finance Committee
- Review payments/bills (Quickbooks) and sign checks

Board and Volunteer Development

- Cultivate organization's volunteer base including Board of Directors and Board Committees
- In collaboration with Board President, designate committee assignments and monitor engagement of board members
- Regularly communicate with and support Board of Directors

Applicant Qualifications

The successful candidate will be both creative and an analytical thinker and will be able to work independently and collaboratively with board leadership to convey, sustain, and enhance the mission of Girls Play Sports. The candidate will have an equitable mindset, be a self-starter, and have excellent written and verbal communication skills; strong presentation skills; and excellent organizational skills. Prior fundraising and not-for-profit experience are strongly preferred. Financial knowledge; experience with budgeting, marketing, and event management; and familiarity with schools and athletics are a plus. Note, health insurance benefits are not included in the compensation package.

**Interested applicants must submit a cover letter and resume to:
janderson@teamgps.org by May 1, 2020.**