

**JOB ADVERTISEMENT: ASSOCIATE EXECUTIVE DIRECTOR**

***Position Overview:***

The Associate Executive Director oversees day-to-day management of the staff and infrastructure; provides the Executive Director with strategic counsel; and works with staff and board of directors to implement strategic priorities, measure performance, and implement quality improvement initiatives.

***Key Responsibilities:***

* Serves on the executive team, developing and executing organization-wide strategies in conjunction with the Executive Director, board of directors and other staff members
* Leads and develops cross-functional teams composed of both staff and consultants that work across infrastructure areas to strengthen all programs areas
* Develops organization’s systems, processes, and policies that will enable program, development, and operations to work together more collaboratively and efficiently to best implement strategic priorities
* Oversees and manages the development and implementation of performance planning, measurement, and evaluation systems to assure program and operational integrity and quality are maintained
* Collaborates with the Executive Director to communicate with the board of directors regarding organizational strategy and other operational issues
* Serves as the organizational leader overseeing the strategic and operational issues for all programming
* Promotes results-oriented and transformational culture with staff and works with the Executive Director to implement professional development strategies across the organization
* Manages information technology, including ongoing maintenance and updating systems, hardware, and software

***KNOWLEDGE, SKILLS & EDUCATIONAL REQUIREMENTS:***

* Strong knowledge of infrastructure and operational functions with ability to leverage that knowledge for organizational success
* Superb strategic thinking, problem-solving skills, and politically astute, with the intellectual depth to work with the Executive Director, staff, Board, and strategic partners
* Extensive experience leading and managing teams, building consensus among diverse groups, and serving as a coach and mentor to colleagues and staff
* Exceptional organizational and project management skills, with ability to remain deft and agile while working across functional teams to meet organizational targets
* Entrepreneurialism and resourcefulness with a strong ability to manage staff and teams through periods of change and growth
* Must have experience in working with at-risk girls and families, with knowledge in providing gender-specific, trauma-informed approaches to prevention/intervention services.
* Knowledge of inequity issues that impact girls and young women of color.
* Master’s degree in the human services field or combination of education and experience; MBA preferred
* Minimum 5-7 years’ experience serving as an organizational leader with track record of success implementing strategies and engaging internal and external stakeholders at all levels to achieve organizational goals and outcomes

***Compensation:* Commensurate with experience. TO APPLY: Please forward cover letter and resume to:** **contactus@gwensgirls.org****or mail to: Human Resources, Gwen’s Girls, Inc., 711 West Commons Street, Third Floor, Pittsburgh, PA 15212**

**Include title of position you are applying for in the subject line**

**POSTING CLOSES AT 5:00 PM ON SEPTEMBER 9, 2017**

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