



Title: Executive Director

Reports to: The Board of Directors

Overview: The ED provides overall leadership, management, planning and vision for all aspects of GIV, including programs and services, finances, fundraising and other resource development, people and culture management, communications, and board development. The ED assumes a leadership role throughout the state in partnering with collaborating foundations, government officials, businesses other educational organizations, and supporters. The ED works with the Board and Board Committees to establish vision, policies, strategic focus, priorities, and general scope and effectiveness of GIV programs.

Responsibilities:

1. Management of Programs and Services
 - Provide leadership in developing innovative, effective, high quality programs and resource development that carry out GIV's mission and serve and grow GIV's community.
 - Ensure program quality and consistency with organizational goals through ongoing evaluation of all programs and services to determine effectiveness in serving participant satisfaction and needs.
 - Develop and implement policies for all programs.
2. Manage Financial Health
 - Develop annual budgets and fundraising plans; submit to the board for approval and implement the plans.
 - Enhance the organization's financial health by providing ongoing management to assure the organization stays within approved plans and budgets.
3. Fundraising and Coordinating Advocacy Efforts
 - Develop relationships and regular communications with funders of GIV and enhance support of GIV by expanding the breadth and depth of GIV funding sources.
 - Identify grant opportunities and develop proposals and produce required reporting to funding sources.
 - Build relationships with relevant state and local government officials and with state and national organizations involved in programming related to GIV.
4. Public Presence of GIV
 - Serve as lead spokesperson and speaker for GIV and assure that the organization's mission is represented in communications.

- Develop a communication strategy to promote GIV as the “go to” expert on accelerated learning for highly motivated young people in Vermont.
- Develop effective and ongoing relationships with media representatives and sources.
- Develop relationships with other associations, organizations, and persons pertinent to GIV’s mission and coordinate activities as needed.

5. Human Resources Management

- Provide overall direction and supervision for and collaboration with staff, interns, program directors, and volunteers. Manage hiring, firing, and resolution of grievances.
- Manage GIV’s people and culture in a manner which supports a productive, professionally competent work force in an environment respectful of personal well-being and cultural diversity.
- Develop and oversee implementation of a yearly work plan with staff which includes goals, objectives, inputs and outcomes, and timeline for the programs and services to be carried out by GIV.
- Develop contracts with outside vendors, professional organizations, funders and other capacity builders, instituting quality assurance and supervision strategies to assure effective performance. Represent the organization in negotiations with contractors.

6. Support and Work with the Board of Directors

- Take direction from the Board of Directors and work with the Board to assure that GIV operates with a clear mission and vision and a long-range strategic plan that is consistent with the mission and vision.
- Work collaboratively with board members and representatives of other organizations as needed to develop GIV’s board and other capacity and represent the organization’s interest to the larger community.
- Keep the Board of Directors fully informed on conditions, opportunities, issues, and challenges for GIV and the environment in which it operates so the Board can carry out its governance, financial oversight, and leadership role.
- With the Board, develop annual goals to carry forward the strategic plans of GIV.
- Work with the Board to develop and implement policies needed for board, staff, administration, and programs.
- Provide for the coordination of and support Board and Committee meetings and communications.

Qualifications:

- A passion for and commitment to the mission of GIV
- Exceptional interpersonal, collaborative and communication skills
- Six years’ experience with leadership and management of people and workplace culture or equivalent
- An understanding of nonprofit management and board collaboration

- Proven fundraising and development skills and persuasive communication skills
- Proven experience with effective financial management
- Familiarity with the educational system
- Working knowledge of databases and data analysis
- Innovative approach to the needs of the organization and the people it serves

Also desirable:

- An understanding of the importance of educational equity and accessibility
- Awareness of educational technology opportunities
- Familiarity with rural state culture
- Experience with the legislative process or relationships with legislators

Physical Requirements:

- Sitting at a desk regularly.
- Working with computer and phone for long periods of time, writing, speaking, and listening.
- Being capable of traveling around the state and having access to reliable transportation.
- Attending meetings or programs during the day and some evenings and weekends.
- Being able to lift 25 lbs.

This is a full-time exempt position.

GIV is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.