



Job Title	Assistant Executive Director
Reports to	Executive Director
Location	Brooklyn, NY
Status	Full-time
FLSA Status (OT eligibility)	Exempt

Girls for Gender Equity (GGE) is an intergenerational, advocacy organization committed to the physical, psychological, social, and economic development of girls and women. Through youth organizing, leadership development, and community-building for gender and racial equity, GGE challenges structural forces -- racism, sexism, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of girls and young women of color.

Since 2002, GGE has established a dual approach to community-based advocacy and direct service that develops youth leadership and strengthens resources within the communities we serve through our three core programs – the Sisters in Strength Youth Organizing, Urban Leaders Academy middle school program, the Young Women’s Advisory Council. Within our approach, GGE targets New York City public schools based in underserved communities of color as sites to mobilize and collectively work toward gender, race and class equity. GGE also works within a participatory governance process to center the needs of cis, trans and gender nonconforming young women of color locally and nationally

We are seeking a full-time **Assistant Executive Director** to join our senior management team. This is a remarkable new position for an effective and experienced leader in social justice organizations with a focus and commitment to anti-racist, feminist/womanist/queer and/or youth development work. The Assistant Executive Director is the leader responsible for enhancing the internal organization and infrastructure necessary for GGE’s continued growth and, will have both internal and external facing responsibilities.

Duties and Responsibilities:

- Work with Executive Director to drive organizational development, including analysis and implementation of priorities, partnerships, and infrastructure needs.
- Work with development staff to complete proposals, funding reports, track agency budget and goals
- Integrate operating infrastructure and functions with programmatic efforts, staff, board and other constituents.
- Serve as a senior-level thought partner, mentor, and leader for GGE.
- Partner with development and program staff to develop and implement communications and new media strategies to advance GGE’s efforts.

Human Resources and Finance

- Oversee human resource functions and policies to foster a positive, engaging organizational culture to help ensure that GGE remains an organization of choice for potential employees, interns and fellows.
- Manage mentor and supervise GGE’s Operations Manager and consultants.
- Responsible for the recruitment, employment and development of all team members, interns, fellows and volunteers.



- Ensure that job descriptions are developed, performance evaluations are completed and sound human resources practices are in place.
- Build organizational infrastructure to support GGE's work, including administration, facilities, finance, human resources, new media and technology.
- Monitor budget and financial controls in accordance with approved policies.

Core Competencies

- Direct experience and cultural competence working within with organizations supporting the advancement of girls and women in a social justice context.
- Demonstrated success in roles requiring execution of multiple tasks while responding to multiple priorities.
- Past success designing and leading organizational development and capacity building.
- Ability to implement vision, think strategically, creatively problem solve, exercise good judgment and lead change.
- Proven track record of attracting resources and partnerships and managing external relations.
- Success supervising and mentoring staff and supporting professional and leadership development.
- Excellent communicator and writer.
- Familiarity with effective social change practice, transformative justice, restorative justice, anti-policing models preferred.
- Ability to thrive in a small, dynamic team environment.
- Flexible, able to shift priorities, and maintain sense of perspective.
- Results oriented.

Qualifications and Experience:

- Committed to GGE's mission and work.
- At least 7 years in a senior management position in nonprofit organizations, philanthropic foundations, and/or government agencies.
- Master's Degree in relevant field preferred; Bachelor's degree or equivalent work experience required.

Compensation and Benefits: Compensation is competitive and commensurate with experience including full health care benefits and paid vacation.

Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

For further details about GGE's mission, vision and work, please visit <http://www.ggenyc.org>



How to Apply:

For employment consideration, the optimal way to contact us is via e-mail. We have engaged Héctor Cariño at People Architects Group, LLC to manage this search.

All applications must include:

- Applications must include (all in PDF format):
 - Resume
 - Thoughtful cover letter (including how you became aware of this opportunity: *job portal, referral, etc.*)
 - Desired salary range
 - Writing sample (between 5 to 7 pages)
- **All applications will be received via email. No phone calls or snail mail.** E-mail applications to: hector@peoplearchitectsgroup.com
- Subject Line: Assistant Executive Director/YOUR NAME

Application deadline is Tuesday, September 13, 2016 at 5:00pm, EDT