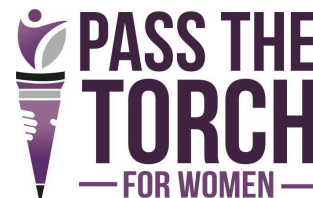


3/2022 Executive Director



**Pass the Torch for Women Foundation**  
**Executive Director**

**Position**

Executive Director

**Benefits**

Employee Status: Exempt

Salary: \$65,000-\$75,000 depending on the candidate experience

**Organizational Overview**

Pass the Torch for Women Foundation is a community of people committed to supporting women throughout their career lifecycles, from students to emerging leaders to top executives and legacy leaders. This community guides women as they navigate their career pathways by providing mentoring and networking opportunities.

**Job Description**

The Pass the Torch for Women Foundation seeks a mission-driven, dynamic leader skilled in successfully executing strategic plans to join our organization as the Executive Director. This impactful leadership position is responsible for overseeing the day-to-day operations, programming, and implementation of a strategic plan to ensure the long-term success of the organization. Ideal candidates are results-oriented professionals with a dedication to the vision of the organization, as well as having experience working with diverse communities of people in a fast-paced environment.

**Responsible To**

CEO (to be hired)

Board of Directors (interim)

**Responsible For**

Program Coordinator

Marketing Intern

Operations Manager (to be hired)

**Function**

Responsible for overseeing operational management, administration, program execution, and the organization's strategic plan to further the mission of the Pass the Torch Foundation for Women.

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## To Apply

Interested candidates should apply by sending a cover letter and resume to [info@passthetorchforwomen.org](mailto:info@passthetorchforwomen.org). Please reference the position title in the subject line of the email.

## Objectives and Key Responsibilities:

- **Leadership**
  - Establish goals, objectives, and operational plans in collaboration with the Board of Directors, staff, and other leaders. Contribute to the strategy, expansion, and development of the organization.
  - Maintain organizational culture and human resources. Coach and develop staff, encourage professional development, and champion accountability amongst all staff to strategically grow the organization's impact.
  - Contribute to the creation and maintenance of key partnerships to deliver and execute programs.
  - Assure the organization makes consistent and timeline progress in achieving its mission and target programmatic impact.
  - Attend all Board meetings and provide reports on organizational progress.
- **Program, Events, Membership, and Community Management**
  - Develop and track goals related to programming, including delivery of programs for the Foundation's organizational, corporate, and institutional partners.
  - Support the Program Coordinator in planning, monitoring, and maintaining programming, events' execution, and evaluation with sustainable budgeting for the following communities: Project Grow, Project Grow Alumni Association, Developing Professionals, Developing Leaders, and Legacy Leaders.
  - Collaborate with the Program Coordinator to establish and implement a plan to manage community committee(s) operations and member communications, including onboarding new members and inquiries with current/prospective members.
  - Assist with current and prospective member communications via email, phone, and other communication systems.
  - Create and present program reports for success and improvement(s) needed at Board Meetings.
  - Ensure program data is documented and tracked appropriately.
- **Technology Management**

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- Oversee the administration and maintenance of donor engagement and mentoring systems (i.e. Airtable & MentorCliQ) with the Operations Manager and Program Coordinator.
- Create and maintain reports and internal data management concerned with donor engagement and mentoring systems.
- Design and manage internal workflow system(s) for efficiency and sustainability, when needed.
- **Grant Coordination**
  - Explore, research, and collaborate with the CEO on possible grant opportunities.
  - Oversee grant award(s) and report(s) with the Operations Manager and Program Coordinator.
- **Administrative Functions**
  - Oversee marketing intern(s) in coordinating marketing and communication tasks for external and internal communication, while maintaining content calendars to produce engaging and meaningful content.
  - Attend community events as a representative of the organization and be able to speak on the opportunities for involvement.
  - Support the CEO in developing and tracking key donor relationships and goals related to fundraising, cash, in-kind donations, and other fund development-related activities.
  - Develop and maintain Foundation's budget and oversee expense management activities in collaboration with the CEO.

**Requirements/Qualifications:**

- Bachelor's degree in nonprofit management, communications, public affairs, or equivalent experience
- Ability to work remote and hybrid in a fast-paced environment

**Ideal Candidate Skill Sets:**

The ideal candidate for this role embraces a thoughtful approach to day-to-day operational management, strategic planning, and organizational leadership. Ideal candidate skill sets include:

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- At least 3-5 years of prior executive experience as a successful leader of a related nonprofit organization and/or organization
- A proven track record of growing organizational capacity and programmatic impact
- A strong passion for the mission and programs of Pass the Torch for Women
- Proven abilities and experience in fiscal management and preparing and securing Board approval for the Foundation's budget
- Passion for creative program creation and organizational funding growth
- Ability to review current organizational programs/structures and make recommendations that empower programmatic refinements
- Capacity to excel at influencing and leading an organization towards positive growth
  
- Capable of designing and directing strategies that enhance and support organizational operations
- Knowledge of how to foster an environment of accountability, healthy work relationships and partnerships, and inclusivity among organizational staff in order to maintain a positive and collaborative work environment
- Experience in creating and establishing clear, measurable business goals
- Outstanding written and verbal communication skills, including the ability to work well with staff and the community
- Strong knowledge of Google Suite tools, Bloomerang, and basic CRM functionality
- Ability to work evenings and weekends, as necessary