



**LONG ISLAND FUND
FOR WOMEN & GIRLS**

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Position Announcement:

Executive Director

The Long Island Fund for Women and Girls

Are you passionate about issues affecting the lives of women and girls? Are you looking for an opportunity to lead an organization that is committed to effecting positive change in the lives of women and girls?

The Long Island Fund for Women and Girls

Established in 1991, the Long Island Fund for Women and Girls was founded by a group of women who came together from across Nassau and Suffolk Counties to identify the most pressing issues affecting women and girls in our communities.

The mission of the Long Island Fund for Women and Girls is to fund programs that improve the lives of women and girls, highlight and address women's issues, and develop women's philanthropy.

Since its grassroots beginning, the Long Island Fund for Women and Girls has successfully

- increased its funding each year providing support to more than 100 organizations and programs totaling over \$1,100,000
- launched innovative programs like The Early Years Matter and the Gender Equity in K-12 Education Project
- hosted the White House Project's "Long Island Go Lead," aimed at getting women to run for office
- merged with Women on the Job, strengthening the commitment to women's issues

The Fund's primary fundraising event is the Women Achiever's Against the Odds Breakfast held every November. More than 650 people attended the event in 2007.

The Fund has an active 18-member Board of Directors and staff of 5 (both full and part-time) and is located at 1740 Old Jericho Turnpike, Jericho, New York.

Executive Director

The Fund seeks a dynamic Executive Director who cares passionately about women's issues and who will work closely with the Board of Directors to fulfill the Fund's mission. In addition to overseeing the effective and efficient management of the Fund, primary responsibilities of the executive for the first two years include the following:

- lead the board in a strategic planning process
- develop fundraising plan & lead initiatives in partnership with the board
- assess current marketing efforts, develop and implement a marketing strategy
- outreach to diverse communities
- oversee grantmaking and finances
- maintain donor relationships



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Other qualifications include the following:

- BA/BS degree required.
- Minimum of 5 years (preferably more) experience in the nonprofit sector with progressively increased responsibilities
- A demonstrated record of leadership experience
- Excellent communication skills, both written and oral, with the skill to motivate, mentor and inspire others
- A track record of successfully raising funds through individual and corporate donations highly desirable
- Ability to represent the Fund effectively in all of Long Island's diverse communities and ability to seek and build partnerships
- Expertise in serving as an ambassador and spokesperson in both small, private gatherings as well as larger venues
- Goal-oriented yet with a flexible management style, providing a clear sense of direction to the staff that emphasizes cooperation and teamwork
- Ability to develop budgets
- Can manage and complete multiple projects and meet deadlines
- Work collaboratively with a Board of Directors
- Interest in public policy
- Values diversity

Salary:

\$95,000 to \$125,000 per year, depending on experience. Plus benefits.

The Fund is committed to identifying and recruiting a broad and diverse pool of qualified candidates for this position. The Fund is an equal opportunity employer.

To Apply:

The Long Island Fund for Women and Girls has retained the services of the Long Island Center for Nonprofit Leadership to manage the transition process and conduct the search for its new executive.

Please submit a letter of interest, a resume and the names and contact information of three references by July 3, 2008, to Ann Marie Thigpen, Director, the Long Island Center for Nonprofit Leadership at linonprofit@adelphi.edu. All applications will be held in confidence.