



Girls Rock! DC is hiring! We are seeking a *Co-Executive Director of Communications and Development* to join our Co-Executive Director of Administration and Programming in collectively leading the organization. This is a part time, non-traditional role.

Girls Rock! DC (GR!DC) is a supportive, inclusive, and creative space for girls and non-binary and trans youth of varying racial, ethnic, religious, and socioeconomic backgrounds, abilities, identities, and experiences to develop their self-confidence, build community, rise up, and rock out! We live at the intersection of art, activism, and music education. Every year, Girls Rock! DC serves more than 100 young people through our summer camps, workshops, and after school programs.

Girls Rock! DC operated as an all-volunteer led collective since its founding in 2007 until 2019, when the organization transitioned to a staffed model with two Co-Executive Directors, a team of Program Coordinators, and the support of stipended volunteers. The *Co-Executive Director of Communications and Development* will fill a newly-created role in supporting that transition and growing the organization.

Girls Rock! DC youth come from a wide range of economic experiences, ethnic identities, gender identities, and neighborhoods, and more than half self-identify as youth of color. We strive to create a leadership base that reflects our youth, and strongly encourage people of color, people who are gender non-binary and/or trans, and any folks who come from traditionally oppressed experiences or who hold multiple marginalized identities to apply.

Girls Rock! DC is an equal opportunity employer and prohibits unlawful discrimination against any employee or applicant for employment based on race, color, religion, sex, gender identity, age, national origin, genetic characteristics, disability, status as a special disabled veteran or veteran, marital status, sexual orientation, sexual identity or any other basis prohibited by law.

TO APPLY: Before September 15, 2019, send an email to jobs@girlsrockdc.org with the subject line 'Co-Executive Director of Communications and Development' and attach:

- **Your resume/CV detailing your experience and skills related to this role, and**
- **A brief letter describing your interest in and fit for this role.**

Only candidates selected for an interview will be contacted. Only applications received by email will be considered -- please no phone calls.

GIRLS ROCK! DC CO-EXECUTIVE DIRECTOR OF COMMUNICATIONS AND DEVELOPMENT

POSITION OVERVIEW:

The *Co-Executive Director of Communications and Development* works together with the Co-Executive Director of Administration and Programming to lead the effective, sustainable, and values-aligned year-round administration of GR!DC. Together, they set and implement the strategic goals and direction for the organization and ensure that GR!DC has the resources needed to achieve those goals.

The *Co-Executive Director of Communications and Development* reports to the GR!DC Board of Directors, which provides financial and governance oversight for the organization. They share leadership equitably with and coordinately closely with the Co-Executive Director of Administration and Programming on hiring, budgeting, and strategic planning. They directly supervise four part-time independent contractors: the Communications, Development and Events, Volunteer Engagement, and Equipment Coordinators.

SPECIFIC RESPONSIBILITIES INCLUDE:

25% Resource Development - Develop and execute an annual fundraising plan. Maintain a donor database to support strategic fundraising and IRS compliance. Process and acknowledge all gifts, act as the primary point of contact with donors, and ensure regular communication with donors. Expand and diversify individual donor base and cultivate donor relationships. Identify and submit applications for corporate and foundation grant opportunities and ensure compliance with grant reporting and requirements, developing standardized templates and resources using a unified, GR!DC voice for all proposals. Partner with the Board of Directors as they take on an active fundraising role. Directly supervise the Development and Events Coordinator, who is responsible for supporting the execution of GR!DC's annual fundraising plan.

25% Communications - Create and implement an integrated communications strategy to increase the visibility of GR!DC programs across key stakeholder audiences and deepen engagement with the organization's supporters. Develop and ensure the use of a consistent, mission-aligned GR!DC 'voice'. Maintain and leverage the organization's email list, website, and social media presence to achieve communications goals. Create marketing and outreach materials. Oversee daily general communication and inquiries submitted to the organization through post and email. Directly supervise the Communications Coordinator, who is responsible for supporting the execution of GR!DC's communications and outreach goals.

10% External engagement and events - Act as a public representative of the organization. Speak on behalf of the organization when appropriate. Engage with donors and build relationships with community partners. Design and implement special fundraising and visibility events to engage the community, and partner with others to carry out events such as benefit shows.

10% Administration and operations - Create and implement (with the Co-Executive Director of Administration and Programming) sustainable administrative systems and processes (such as workflow, decision-making, and leadership and skill development) aligned with the organization's values.

10% Strategic planning and reporting - With the Co-Executive Director of Administration and Programming, set annual organizational and program goals, define messaging frameworks, and develop budgets and fundraising plans to support these goals. Provide ongoing and regular monitoring and evaluation of progress towards these goals. Lead internal, donor, and public reporting on the activities of

the organization.

5% Volunteer management - Oversee recruitment, placement, training, and continued engagement of volunteers. Directly supervise the Volunteer Engagement Coordinator, who is responsible for supporting these activities.

5% Equipment and merchandise management - Establish effective music equipment and merchandise management processes. Oversee the purchase and sale of GR!DC merchandise. Accept and process music equipment and other in-kind donations. Directly supervise the Equipment Coordinator, who is responsible for maintaining an inventory of music equipment, repairing equipment, and overseeing transportation and proper use of equipment.

5% Financial management - Prepare and maintain (with the Co-Executive Director of Administration and Programming) the organization's overall and individual program budgets.

5% Other - Provide skill and leadership development to team members and volunteers. Support the effective governance of the Board of Directors. Provide support during camp and other programming. Manage the office space and supplies. Perform other duties as needed.

QUALIFICATIONS AND SKILLS:

A strong commitment to GR!DC's mission.

A proven track record of leadership, people development, and relationship management experience, preferably in a youth education or music education setting.

At least four years of management experience at a nonprofit.

Strong track record of and unwavering commitment to social justice, equity, inclusion, and accessibility in both organizational operations and programs.

Excellence in organizational management with the ability to coach team members and volunteers.

Experience in fundraising, marketing, public relations, and communications, especially in a non-profit setting.

Proficiency with Google Suite applications and NationBuilder (or other CRM databases), or equivalent experience with similar programs.

Authorized to work in the United States (Girls Rock! DC cannot sponsor visas).

Located in the Washington, DC metro area (this role cannot be done remotely and Girls Rock! DC cannot provide funding for relocation).

HOURS AND COMPENSATION:

The *Co-Executive Director of Communications and Development* will work 20 hours per week either out of the GR!DC office or from home. Work will be completed during weekday business hours, except in limited circumstances where it may be necessary to work outside of regular business hours to meet with volunteers, Youth Council or Board; or during programming when work may happen outside of regular business hours.

The annual salary for this role is \$28,000, in addition to health care, retirement, family care, and transportation benefits.