

NYC Managing Director, Step Up Women's Network

Step Up Women's Network is a national nonprofit membership organization dedicated to connecting and advancing women and girls. By bridging communities of professional women and underserved teen girls through mentorship, networking and advancement, we ensure women and girls have the opportunities they need to create a better future.

Simply stated, Step Up connects you to the professional women you need & the underserved teen girls who need you.

Responsibilities

The NY Managing Director oversees all local New York office programs and initiatives. The Managing Director is responsible for fundraising, strategic direction and operations of our Teen Programs and Membership Programs, as well as management of the NY office including HR, budgeting and finance, and other day to day office needs.

Program Development

- Oversee development and implementation of programs and activities in the areas of:
 - youth development
 - women's professional development
 - membership
- Facilitate Professional Mentorship Program; recruit senior level executives and match with appropriate mentees

Fundraising and External Relations

- Responsible for strategic planning and implementation of all fundraising efforts for the NY office.
- Plan and manage large-scale signature fundraising event (currently Step Up & Step Out)
- Plan and manage smaller-scale fundraising events and in-store shopping events
- Manage relationships with and events related to Step Up's high-tier donors
- Manage relationships with both local and national corporate sponsors and foundations
- Manage relationships with the Board of Directors, support their efforts to fundraise on behalf of the organization and recruit candidates for the board
- Act as spokesperson for the organization at key events and pitch meetings

Operations and Staffing

- Provide leadership for the NY office
- Recruit and retain a strong staff built on teamwork, entrepreneurship, and collaborative decision-making
- Responsible for communicating and maintaining HR policies
- Ensure fiduciary responsibility and fiscal management of NY office
- Assist in preparation of annual budget

Board of Directors/Governance

- Work with the NY board to implement policies, achieve strategic planning goals, and fulfill Step Up's mission

- Responsible for board recruitment, retention and performance
- Responsible for organization of all board meetings and presentations

Qualifications

Ideally, the candidate will have at least 7 years of work experience and at least 5 years of management experience including program development in a non-profit organization.

Candidates must have an undergraduate degree and a graduate degree is preferred.

Specifically, the successful candidate will meet the following criteria:

- Proven leadership and management experience with exceptional communication skills
- Proven experience and success in business development and fundraising
- Experience with public speaking for large and small audiences
- Ability to build and motivate a high-performing Board of Directors to implement the strategic vision for the organization
- Ability to manage employees and/or volunteers with proven ability to motivate teams
- Strong business acumen and understanding of budgeting and office management
- Proven track record in management of high-performing direct service programs
- A passion for and experience in women's issues and youth development for girls
- High level of organization and efficiency, the ability to multi-task
- Entrepreneurial spirit

Reporting Relationship

This position will report to the NY Board of Directors and the National Executive Director.

Fill Date Immediate. This is a full-time salaried position with benefits; salary commensurate with experience.

To apply please send cover letter and resume, to veronica@swn.org. No phone calls please.