



## Managing Director, New York

### Organization Overview

Step Up is a national nonprofit membership organization whose mission is to propel girls from under-resourced communities to fulfill their potential by empowering them to become confident, college-bound, career-focused, and ready to join the next generation of professional women. We work with teen girls in our partner high schools to deliver a robust curriculum of after-school, weekend, and summer activities. Step Up leverages our professional women members who give back as donors, mentors and volunteers to make our local communities and the Step Up programs a success. We believe all girls should have the opportunity to fulfill their potential and do so by inspiring women to inspire girls through programs that engage and connect. To date, Step Up has served 3,300 girls in our national network, and we are currently working with more than 300 girls in New York. We are undergoing an exciting strategic plan focused on scaling our impact dramatically, with the goal of having served 18,000 girls nationally by 2020.

Our work is driven by our core [values](#), which include: Take Pride in Involvement. Be Inspired by and for Each Other. Take the Long View. Celebrate Success. Innovate. Take Action. Trust Teamwork. Amplify our Message.

To learn more about our work, please visit [www.suwn.org](http://www.suwn.org).

### Position Summary

The Managing Director, New York is responsible for implementing our strategic plan at a local level, with oversight for all local fundraising, programs, staff, and operations. Reporting to the Vice President, Operations & Fundraising Strategy on the national team, the Managing Director will serve as a passionate and compelling spokesperson for Step Up, establishing and cultivating relationships with donors and partners throughout philanthropic, educational, and professional communities within New York. The Managing Director will serve as part of Step Up's executive leadership team, contributing to the creation and execution of strategic growth plans, and will need to be comfortable within a national organizational structure.

### Position Outcomes

A successful Managing Director will achieve the following outcomes:

- Drive revenue growth for the New York office, currently operating on a \$533,000 budget, with the goal of increasing by 30% annually, utilizing strong fundraising skills and partnering effectively with the New York Chapter Board and staff to identify, cultivate, solicit and steward donors

- Expand program impact by overseeing the development of new school partnerships, growing from the current 5 schools at a rate of 4 new schools every 2 years, and upholding standards of excellence for local programming
- Mentor and empower the talented and dynamic New York staff to achieve the highest levels of success in their roles and foster a positive, inspiring work environment

## **Key Responsibilities**

### ***Fundraising***

- Drive local strategies for engaging individual donors, including:
  - Growing the number of major individual donors giving \$1,000+ through effective qualification, cultivation, solicitation, and stewardship activities
  - Overseeing recruitment, retention, and engagement for individual donors/members at other levels
- Create and secure corporate sponsorships at the \$25,000+ level
- Lead institutional development efforts, including writing and securing grants at the \$25,000+ level and cultivating strong relationships with foundation supporters
- Partner with the New York Chapter Board on fundraising efforts, including Step Up New York's signature fundraiser, Power Hour
- Participate in developing national fundraising strategies and materials, and execute on national partnerships at the local level
- Manage local communications efforts, including PR and social media

### ***Program Management***

- Collaborate with the Manager, Teen Programs, with specific responsibility for:
  - Overseeing the growth of active relationships with school and community partners
  - Ensuring that programs are meeting national and local standards of excellence and achieving intended outcomes
  - Directing local program evaluation activities
- Supervise the execution of local events (breakfasts, panels, conferences) focused on inspiring women to inspire girls

### ***Organizational Leadership***

- Collaborate with the executive leadership team to set and achieve goals in alignment with the national strategic plan and lead the New York Chapter Board and staff in implementing strategies to fulfill Step Up's mission, vision, and strategic plan
- Supervise a team of 3 full-time staff, as well as several contract employees and interns; uphold values of teamwork, entrepreneurship, and collaborative decision-making across staff
- Organize Board meetings, reports, and presentations, including a one-day annual retreat; oversee Board recruitment, retention and performance
- Act as a spokesperson for Step Up at internal and external programs and events
- Create and manage the New York office's annual operating budget
- Communicate and maintain organizational policies for HR and accounting
- Manage the office's administrative needs (technology, space, supplies, etc.)

## Qualifications

- Strong organizational leader, with at least 7 years of professional experience, including substantial responsibility for and prior success in managing a team and department or program
- Demonstrated success in fundraising, with exposure to a variety of revenue streams (e.g. individual, institutional, corporate partnerships, events)
- Effective networker, spokesperson, and relationship-builder, able to engage donors and partners from a diverse cross-section of professional industries as well as program participants and community stakeholders
- Skilled staff manager, with experience building and leading teams and guiding team members' growth and development
- Experience leading or collaborating with a board of directors
- Self-starter and adaptable professional; ability to collaborate effectively with a team as well as work independently, and comfort working within a national organizational structure
- Strong professional judgment, with the ability to make strategic and data-driven decisions within a fast-paced environment
- Ability to foster and lead within an inclusive environment
- Great written and verbal communication skills; comfortable with technology
- Excellent organization and time management skills, as well as strong attention to detail
- Passion for issues pertaining to women and teen girls; prior experience in education, after-school, or youth development organizations preferred
- Bachelor's degree required

## To Apply

Please upload a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format, addressed to Angie Franchino, VP of Operations & Fundraising Strategy at

[http://commongoodcareers.force.com/careers/ts2\\_Register?jobId=a0K1600000fP4KF&tSource](http://commongoodcareers.force.com/careers/ts2_Register?jobId=a0K1600000fP4KF&tSource).

Applications will be reviewed on a rolling basis.

*Step Up offers a competitive salary and benefits, commensurate with experience and skills.*

*Step Up is an equal opportunity employer.*

## About Commongood Careers

Step Up Women's Network has partnered with Commongood Careers to conduct the search for a Managing Director, New York. Commongood Careers is a mission-driven search firm that supports the hiring needs of high-impact nonprofits. With an approach that leverages robust talent networks, recruitment and search management expertise, and a deep understanding of our clients' missions and cultures, we help organizations secure the talent they need to create greater social impact. Since our founding in 2005, Commongood Careers has led more than 700 searches at 275 organizations in 33 states, making us one of the most experienced and dedicated nonprofit search firms in the country.

[Learn more about nonprofit job opportunities at Commongood Careers.](#)