

Executive Director

Organization: Girls on the Run Treasure Valley

Reports To: Board of Directors

Status: Full-Time, Exempt

Location: Boise, Idaho

Salary Range: \$65,500-\$75,000

Organization Summary

Girls on the Run Treasure Valley (GOTRTV) is a transformational, physical activity-based positive youth development program for girls in 3rd–8th grade. Through a fun, experience-based curriculum that creatively integrates running, Girls on the Run helps girls develop the skills and confidence to navigate life with resilience, courage, and a strong sense of self.

GOTRTV is committed to ensuring that all girls and communities have access to our programs. We strive to eliminate barriers to participation, create programming that engages diverse communities, intentionally cultivate diversity among our staff and volunteers, and promote a culture of inclusion, equity, and belonging across the organization.

Position Summary

The Executive Director is the chief executive and organizational leader of Girls on the Run Treasure Valley. Reporting to the Board of Directors, the Executive Director is responsible for the overall health, sustainability, growth, and success of the organization.

This position has a particular focus on **fund development, revenue growth, community relationships, and organizational strategy**. The Executive Director builds and leads a sustainable fundraising strategy, develops and maintains relationships with donors and corporate partners, engages the Board in fundraising, and ensures the organization has the financial resources necessary to fulfill its mission and grow its impact.

The Executive Director provides strategic oversight of program operations while delegating day-to-day program management to the Program Director. Together, the Executive Director and Program Director ensure that GOTRTV delivers high-quality programming, meets participation and impact goals, and operates as a financially sustainable organization.

The ideal candidate is a mission-driven, relationship-oriented nonprofit leader who is equally comfortable cultivating a major donor, presenting to the Board, developing a strategic plan, managing organizational finances, and supporting staff.

Key Responsibilities

Fund Development & Revenue Generation

- Develop, implement, and lead the organization's annual fund development strategy in partnership with the Board and staff.
- Establish and achieve annual contributed revenue and fundraising goals.
- Build and maintain a diversified funding model that includes individual giving, major gifts, corporate sponsorships, foundation grants, events, peer-to-peer fundraising, and other appropriate revenue opportunities.
- Personally cultivate, solicit, and steward major donors, corporate partners, sponsors, foundations, and other key supporters.
- Build and maintain a strong pipeline of prospective donors and partners.
- Develop long-term relationships with individuals, corporations, foundations, and community leaders who are aligned with the GOTRTV mission.
- Oversee grant strategy, including identification of funding opportunities, proposal development, reporting, and stewardship.
- Lead the organization's major fundraising campaigns and initiatives.
- Partner with staff and volunteers to develop compelling fundraising messaging, appeals, sponsorship materials, and donor communications.
- Ensure timely and appropriate donor acknowledgment, stewardship, and reporting.
- Establish and monitor fundraising metrics and regularly report progress to the Board.
- Engage and equip the Board of Directors as active ambassadors and fundraisers.
- Identify and pursue opportunities to expand GOTRTV's funding base and community impact.

Board Leadership & Governance

- Serve as the primary staff liaison to the Board of Directors.
- Work closely with the Board Chair and committees to establish organizational priorities and achieve strategic goals.
- Prepare regular reports for the Board regarding financial performance, fundraising, program performance, organizational health, and strategic initiatives.
- Support Board recruitment, onboarding, engagement, and development.
- Develop and maintain a strong culture of Board participation, accountability, and philanthropy.
- Ensure compliance with Girls on the Run International requirements, organizational policies, and applicable nonprofit laws and regulations.

Organizational Strategy & Growth

- Develop and execute the organization's strategic plan in partnership with the Board and staff.

- Establish annual organizational goals and measurable KPIs aligned with the strategic plan.
- Identify opportunities for sustainable organizational and program growth.
- Evaluate organizational capacity and make recommendations regarding staffing, infrastructure, technology, and resources.
- Ensure the organization's systems, processes, and structure support sustainable growth.
- Monitor community needs and trends to identify opportunities to expand access and impact.
- Partner with Girls on the Run HQ to maximize national resources, partnerships, and opportunities.

Financial Management & Sustainability

- Maintain overall accountability for the financial health and sustainability of the organization.
- Partner with the Board Treasurer and appropriate financial resources to develop and manage the annual organizational budget.
- Monitor organizational revenue, expenses, cash flow, and financial performance.
- Provide regular financial updates and forecasts to the Board.
- Ensure appropriate financial controls, policies, and procedures are in place.
- Work with the Program Director to establish and monitor the program budget.
- Make strategic recommendations regarding resource allocation, organizational investments, and financial sustainability.

Staff Leadership & Organizational Culture

- Establish clear expectations, goals, and accountability for staff.
- Recruit, onboard, coach, develop, and evaluate employees.
- Foster a collaborative, transparent, inclusive, and mission-driven organizational culture.
- Ensure staff have the resources and support necessary to be successful.
- Work with the Program Director to ensure appropriate staffing and organizational capacity to deliver high-quality programming.
- Model GOTRTV's commitment to diversity, equity, inclusion, and accessibility.

Program Oversight

- Maintain overall accountability for the quality, sustainability, and growth of GOTRTV programming.
- Partner with the Program Director to establish annual program goals related to participation, site growth, program quality, participant experience, and community impact.
- Review program KPIs and outcomes regularly and address organizational barriers to program success.

- Ensure the program is aligned with the GOTRTV mission, strategic plan, and Girls on the Run International standards.
- Provide strategic support to the Program Director without assuming day-to-day program management.
- Maintain relationships with key program stakeholders, including coaches, participants, parents, schools, community partners, and volunteers.
- Attend and participate in key program and community events as appropriate.

Community & External Relations

- Serve as the primary public ambassador and spokesperson for Girls on the Run Treasure Valley.
- Build relationships with community leaders, businesses, foundations, schools, nonprofit organizations, media, and other strategic partners.
- Represent GOTRTV at community events, meetings, and philanthropic gatherings.
- Develop strategic partnerships that increase awareness, participation, funding, and community impact.
- Partner with Girls on the Run HQ on national and cause-related marketing opportunities.

Qualifications

Required Qualifications

- Demonstrated experience in nonprofit leadership, fundraising, development, or organizational management.
- Proven success developing relationships and generating contributed revenue.
- Strong understanding of nonprofit fundraising principles and donor stewardship.
- Demonstrated ability to build and maintain relationships with donors, corporate partners, community leaders, and volunteers.
- Experience managing budgets and understanding nonprofit financial statements and financial performance.
- Experience leading, managing, and developing staff.
- Strong strategic planning and organizational leadership skills.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to represent the organization professionally and authentically in a variety of settings.
- Strong organizational skills and ability to manage multiple priorities.
- Commitment to the mission of Girls on the Run and to advancing diversity, equity, inclusion, and accessibility.
- Ability to work collaboratively with a Board of Directors.
- Ability to travel locally throughout Treasure Valley County and attend occasional evening and weekend events.

Preferred Qualifications

- 5+ years of nonprofit leadership, fundraising, development, or related experience.
- Experience with major gifts, corporate sponsorships, foundation grants, or capital/annual campaigns.
- Established relationships within the Treasure Valley philanthropic and business communities.
- Experience working with a nonprofit Board of Directors.
- Experience leading a youth development, wellness, education, athletics, or community-based organization.
- Experience with QuickBooks, managing small personnel benefits such as retirement and medical. Management of payroll and bookkeeping.
- Experience with donor CRM systems and fundraising analytics.
- Bachelor's degree or equivalent combination of education and experience.

Compensation & Benefits

- Competitive nonprofit salary commensurate with experience and qualifications.
- Flexible work environment with the ability to work remotely during certain parts of the year.
- Paid time off and holidays.
- Medical paid by GOTRTV
- Retirement benefits through a SIMPLE IRA retirement fund, with Girls on the Run Treasure Valley matching up to 3%.
- Cell Phone reimbursement: \$20 per pay period.
- Mileage reimbursement.
- Company laptop
- Opportunities for professional development.

Success in This Role

Success for the Executive Director will be measured by the organization's overall health and sustainability, including:

- Achievement of annual fundraising and revenue goals.
- Growth and diversification of contributed revenue.
- Strong donor, corporate, foundation, and community relationships.
- Financial health and responsible fiscal management.
- Effective Board engagement and governance.
- Achievement of organizational strategic goals.
- Strong staff performance and organizational culture.
- Sustainable growth in program participation and community impact.
- High-quality programming delivered by a strong Program Director and program team.