



Going Places. Going Strong.

Executive Director

Summary Statement

The Executive Director reports to the Board of Directors and serves to oversee Dress for Success' programs, policies, and projects. The ED ensures and maintains a positive image with the public, oversees fundraising, possesses strong grant writing skills, and serves as a conduit to the board, informing members of the current status of the organization as well as advising members on preferred strategies and resolutions.

Primary Accountabilities

- In all actions, the ED of DFSPB supports the Mission of the organization, and serves as an honest, professional, dedicated, compassionate community leader
- This position is responsible for the general fiscal health of the organization, as directed by the annual goals set by the DFSPB Board of Directors
- Ensure that the paid staff and volunteers are managed appropriately, efficiently, professionally, by providing guidance that will enable DFS goals to be met each year
- Find sources of funding for DFS and its programs (includes foundation grants, corporations and individuals), enabling DFS to thrive and offer its valuable educational programs. In addition, manage these resources on a consistently professional and cordial basis, always looking for enhanced relationships and additional resources, both organizational and individual
- Support and provide guidance for all of DFSPB programs
- Cooperate, with the Board President, in recruiting Board members that will assist in DFS meeting its organizational goals as well as meeting the DFS code of behavior
- Serve as a professional and collegial leader within the community, working with other non-profit agencies, and business / religious organizations
- Maintain positive, productive relations with Dress For Success® Worldwide
- Act as DFSPB spokesperson, speaking at events that are deemed appropriate to the organization's goals

- Recommendations that will enhance DFS image, fundraising, organizational processes, etc., are made on a regular basis
- Annual audits are passed with no major organizational issues.

Candidate Requirements

- Personal qualities of integrity, credibility, and a passion for improving the lives of DFSPB's beneficiaries
- A commitment to and an understanding of DFSPB's mission and beneficiaries
- Excellent communication, presentation and decision making skills
- Successful experience managing nonprofit members, working with a board of directors, and publicly representing a nonprofit.
- Savvy diplomatic skills and a natural affinity for cultivation and relationships and persuading, convening, facilitating and building consensus among diverse individuals
- This is not a remote position. Candidate is required to come in to the office.
- Light Travel Required.
- Candidate must be willing to work occasional nights and weekends.

Send resumes to: communications.dfspb@gmail.com