POSITION DESCRIPTION

Mission Statement:
The mission of Dress for Success is to empower women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life.

Title: Executive Director
Reports to: Board of Directors
Classification: Exempt

Overview:
The Executive Director will lead the dynamic organization looking to expand its physical space, build its staffing and infrastructure, expand its base of support, and serve an increasingly greater number of women in Kansas. This leader must devise a plan for raising the funds necessary to support the organization’s budget and serve a greater number of women. The ED must be knowledgeable about the needs of the clients including how they are referred and supported; understand the critical role of volunteers and connect with them; and have a thorough understanding of how to run a nonprofit, including financial best practices, human resources, and other areas that support operations. Building strong teams and mentoring staff will be at the core of what the ED will do in order to be successful internally and externally.

It is the responsibility of the ED to manage and make the important decisions with enthusiasm and skill. He or she must be able to manage growth in the operational sense but also with a major emphasis toward raising significant dollars. He or she must be a talented and proven fundraiser who knows how to implement the elements of a successful fundraising operation; is comfortable and successful with making “asks” of $1,000 or more, and is driven to exceed fundraising goals.

Expanding the affiliate’s name recognition and stature will be key. The ED will need to become a part of the fabric of the communities served through his/her participation in local groups, initiatives and events and by being strategic in promoting speaking engagements and private meetings. The ability to inspire and move people into action through the spoken and written word will be critical.

Position Dimensions:

Supervision of Others: Office Manager/Boutique Manager/Clerical Staff/Volunteers

Travel Required: As necessary


Nature and Scope: Dress for Success Wichita is a 501 c(3) nonprofit organization whose mission is to provide programs and services that assist low income women entering the workplace.
Key Accountabilities and Responsibilities:

Leadership:

Provides overall leadership in the planning, design, implementation, and evaluation of all program and fundraising components of the affiliate organization Dress for Success Wichita. Represents the affiliate in local and state communities promoting sound organizational and management innovations.

- Provide vision, motivation, and leadership to all Dress for Success Wichita employees (paid staff), volunteers (unpaid staff), and clients.
- Maintain a participative management system that fosters decision-making and accountability.
- Maintain strategic recruitment, selection, and training of paid staff (employees), unpaid staff (volunteers), and the Board of Directors.
- Evaluate professional staff using coaching and mentoring techniques to encourage and support developmental opportunities in response to the needs of the organizational structure.
- Maintain strategic overview of the organization to assure all programs, services, and systems are developed within Dress for Success Worldwide philosophy, mission, and goals.
- Model behaviors supporting the overall design and philosophy of the organization.
- Stewardship of individual, corporate, foundation, and government donors and contributors.
- A passion for issues affecting women in poverty.
- Strategic and creative thinker with a proven history of leading an organization to reach ambitious goals and the wisdom to know when changes are required.

Volunteer Management:

- Volunteers are critical to serving the client and keeping costs down. The volunteers comprise a mini-workforce, and they are looking for a leader who is engaging and appreciates their contributions to meeting the mission.
- This environment should encourage and engage volunteers to participate in the operations, programs, fundraising, and general needs of the organization.

Fund Development:

- Lead the organization’s fundraising efforts by working with development staff on a diversified development plan; personally maintain an active portfolio of major prospects and assist in stewarding major existing donors.
- Develop a thorough knowledge of the funding, history, major accomplishments and challenges of DFST; engage with key donors, volunteers, and agency partners who have been critical to the organization's success. Stay current on the issues affecting women in poverty.
- Proven and successful history of asking for and raising major gifts ($5,000+) and an understanding of how to build the operational structure to reach development goals.

Business Acumen:

- Experience with the financial and operational side of a nonprofit or business including, but not limited to budgets, finances, audits, and required reporting.
- Take responsibility for, and have a thorough understanding of, the organization’s budget and finances; reporting requirements to funders; auditors; the Board; and local, state and federal authorities.
Liaison/Public Relations:
- Establish and maintain effective working relationships with Dress for Success Worldwide, WDSF Board of Directors, paid and unpaid staff, clients, individual, foundation, and corporate contributors.
- Be the voice of DFST and its mission; work with Marketing Committee of the Board to create an annual marketing/communications strategy to strengthen the organization’s status and reputation in the local communities.
- Exceptional networker and relationship builder, with a track record of creating links with individuals, community groups, institutions and corporations.

Board Development:
- Play an active role in the recruitment of new Board members and seek ways to maximize each member’s contributions. Keep former Board members engaged.
- Assist the Board leadership in creating a culture of philanthropy and support through personal giving

Position Accountabilities:
- Attend quarterly meetings/communications via on-line teleconferences with Dress for Success Worldwide.
- Attend monthly meetings with Board of Directors.
- Prepare and deliver formal presentations to community groups and interested organizations.

Challenges:
- Balance budget constraints with growing service needs.
- Design affiliate to promote accountability in a self-managed work environment.
- Advocate Dress for Success Wichita and its programs, effectively – within a commitment to the community – to ensure its survival through expansion and program developments.
- Negotiate effectively in changing internal/external environments – legal and political.

Required Knowledge/Skills/Experience:
- Bachelors in business, human services, or related 4-year degree with two years professional experience.
- At least 5 years of fundraising experience.
- Experience in event fundraising, direct mail, endowment/capital campaigns and major gift cultivation.
- Strong leadership and management skills.
- Strong knowledge of financial and human resource management in a non-profit or human services organization.
- Working knowledge of federal and state regulations governing grant administration.
- Working knowledge of local community needs and resources.
- Working knowledge of computers and other office equipment.
- Excellent oral and written communication skills.
- Requires people soft skills – diplomacy and human relation skills – ability to relate well to diverse groups – client participants, corporate and individual contributors, in addition to interested community organizations.
- Valid driver’s license.
**Physical Context/Mental Context/Work Environment:**

Flow of work and character of duties involves:

- Sustained mental concentration and visual attention to detail in and the flexibility in mental and visual concentration to part time levels rising from spontaneous interruptions, as required.
- Ability to interpret and apply federal and state guidelines to daily operation, as required.
- Ability to prioritize own workload to daily operation, as required.
- Ability to apply analytical skills and solve problems, as required.

Activities include:

- Prolonged sitting, reading, mental concentration, fingering, and visual attention to detail using computer monitor, talking, seeing, color vision, pulling, pushing, grasping, and handling of clothing or apparel.

**Disclaimer:** This information is intended to describe the general nature, level of the position, and the level of work, and should not be construed as an exhaustive list of all duties, responsibilities, and skills required for the position.