



Women Writing  
for (a) Change

# Executive Director Job Posting

## About the Organization

Women Writing for (a) Change envisions a world that nurtures creative expression and silences no one. Our mission is to create a community that embodies equity and encourages people to craft more conscious lives through writing. Our programs offer non-competitive environments for individuals to develop writing skills, cultivate creativity, and strengthen their voices.

## Our Vision for Diversity, Equity, and Inclusion

At Women Writing for (a) Change, we believe that honoring our differences enriches us. We are committed to embracing diversity, equity, and inclusion in every facet of the organization. Our learning, growing, and understanding continue to evolve.

## Position Summary

As Executive Director, you will lead an organization in its fourth decade of operation. We are looking for a highly skilled Executive Director to help us elevate the organization as we grow into the future and continue to embody our commitment to equity. Reporting to the Board of Directors, you will oversee programming, operations, and strategy.

## Job Responsibilities

### Human Resources & Leadership

Establishes and maintains personnel policies and procedures. Hires and retains the staff and volunteers required to advance the WWf(a)C mission. Embodies the organization's mission and vision in daily operations.

- Embody and commit to the organization's vision for diversity, equity and inclusion; apply this lens in every facet of the work.
- Build and lead an effective team dedicated to fulfilling the organization's mission through programming, fundraising, and community engagement (including staff, facilitators, and volunteers).
- Oversee regular performance reviews for all staff and facilitators.
- Report to and communicate with the board of directors in a timely and accurate manner, ensuring the board can function properly and make informed decisions.
- Serve as non-voting member of the board and ex-officio advisor to its committees.

### Asset Management

Effectively stewards the organization's assets: financial, intellectual, and physical. Operates WWf(a)C with sound financial practices to ensure continued viability of the organization.

- Create budgets and accompanying business plans for achieving goals and objectives set in collaboration with the board of directors.
- Achieve annual fundraising goals, in partnership with the board of directors and appropriate staff, by securing funding from diverse sources.
- Maintain relationships and appropriate licensing agreements with other Women Writing for (a) Change affiliate locations.
- Ensure tax and insurance documents are current.
- Oversee facilities management.

## **Program Delivery**

Oversees the design, delivery, marketing, and promotion of quality programs for the communities we serve.

- Provide creative direction for all WWf(a)C programming.
- Provide quality control through implementation of rigorous and regular program and facilitator evaluation using measures that can be effectively communicated to the board, funders, and other constituents.
- Ensure the continuation and growth of the Conscious Feminine Leadership Academy and Young Women’s Feminist Leadership Academy.

## **External Affairs**

Ensures the organization and its mission, programs, products, and services are consistently presented through strong, steady, and positive messaging consistent with the values of WWf(a)C.

- Serve as the face of the organization by participating in external events to increase visibility and awareness.
- Develop strategic partnerships to increase visibility and expand programmatic reach.
- Develop, cultivate, and maintain relationships with key donors and stakeholders.
- Ensure implementation of marketing and public relations initiatives, including but not limited to external communications such as website, marketing, newsletters, social media.

## **Qualifications**

### **Required**

Women Writing for (a) Change embodies its mission and vision with the use of Conscious Feminine Leadership practices in all its undertakings. The ideal Executive Director will be familiar with these practices and/or actively seek educational opportunities to learn more about using them. Most importantly, this person will employ these practices in daily work. In addition, the ideal candidate will have:

- Three or more years of senior nonprofit management experience.
- Proven ability to manage finances, including budget preparation, analysis, decision-making and reporting.
- Active fundraising experience, including donor relations skills and understanding of the funding community.
- Demonstrated ability to oversee and collaborate with teams (including staff, volunteers, and stakeholders).

- An intentional approach to decision-making and delegation.
- Strong technical proficiency (including Microsoft Office; Customer Relationship Management; and other team collaboration software).
- Strong written and oral communication skills.
- Availability to work occasional night and/or weekend hours, specifically for events.

### **Desired**

- Familiarity with arts organizations in the Greater Cincinnati area.
- Familiarity with the organization's program offerings and practices.

### **Compensation & Benefits**

- Full-time salaried position ranging from \$55,000 to \$65,000 commensurate with experience
- Flexible working hours
- Benefits
  - 3 weeks paid vacation and paid holidays
  - 50% discount on all WWf(a)C classes

### **Equal Opportunity Employer**

Women Writing for (a) Change is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Visit <http://womenwritingforachange.org> to apply.

**Application deadline is Nov. 30, 2023.**