



BOSTON WOMEN'S FUND

Invest. Influence. Inspire.

Position Profile

Executive Director

Boston, MA

Overview. Boston Women's Fund (BWF), a progressive foundation that supports community-based grassroots initiatives run by womxn and girls in order to create a society based on racial, economic and social justice, is seeking a new Executive Director. The Board of Directors is looking for a savvy and dynamic executive with experience leading mission-driven organizations. The new Director will bring a demonstrated understanding and commitment to supporting and sustaining community-based grassroots organizations and experience working in philanthropy supporting multi-cultural, racial, gender-respecting, diverse organizations.

The ideal candidate will exhibit exceptional communication skills and the ability to serve as the Fund's lead spokesperson and ambassador. They will demonstrate an ability to build on existing and generate new relationships as we seek to elevate and grow the Fund's impact. With strong management skills and an inclusive leadership style, they will inspire and develop a small staff to build BWF's capacity and capabilities in support of its important mission. Building on a strong legacy, the new Director will have both the opportunity and the challenge of seeing BWF into its next phase: growing the organization's grantmaking and operations, developing the Board, and successfully competing for philanthropic funds on behalf of grassroots organizations.

The Organization. Founded in 1984 by a diverse group of womxn, BWF was the first womxn's organization in Massachusetts with a philanthropic focus of supporting grassroots womxn's organizations. It is unique both in its creation, development, priorities and the place it fills within the philanthropic landscape of greater Boston. As a result, BWF has been a leader in supporting grassroots efforts led by diverse womxn and girls with the least access to resources working in their communities to address social racial and economic justice. BWF believes that womxn and girls working with community-based organizations are best positioned to propose solutions to challenges facing their families and communities. BWF's goal was, and continues to be, an organization 'for womxn by womxn'.

Diversity and inclusion are critical core values of BWF and are an integral part of all its endeavors, including staffing, fundraising, and especially grant making. BWF is a trailblazer and role model for philanthropy in how to embrace and use participatory grantmaking as its *modus operandi*. In its 36 years, BWF has awarded grants to more than 340 organizations with an investment of nearly \$6.5M using participatory- and trust-based grantmaking methods.

BWF believes that engaging a diverse donor base is fundamental to its mission and values and necessary in supporting successful and sustained social justice movements and grassroots efforts. BWF was an early adopter of giving circles, starting one of the first giving circles devoted to supporting grassroots and womxn of color organizations. In 2000, BWF demonstrated its commitment to respecting a diverse donor base when it raised over \$1.2M for a permanently restricted endowment from an economically diverse donor base with gifts as small as \$500 paid over many years.

This core value of diversity and inclusion, in all aspects of BWF, continues to be central to BWF's work as it expands alliances and collaborations in its effort to increase support of grassroots womxn and girls' organizations.

Mission. BWF is a progressive foundation that supports community-based grassroots initiatives run by womxn and girls in order to create a society based on racial, economic and social justice.

Vision. We strive for a world free of racism, poverty, sexism, and other oppressions.

Values. The Boston Women's Fund believes that change begins at the grassroots level. We contend that the many strong womxn and girls fighting for justice in their communities know what needs to be done but frequently lack necessary resources to achieve their goals. BWF works to amplify the voices of these womxn and girls. BWF raises money from an economically diverse base of donors to award grants and to develop programs that strengthen communities and help womxn and girls to develop the skills and confidence to organize, educate and lead in their communities.

BWF, with an annual budget of approximately \$650,000, has a grantmaking budget of \$220,000 in 2020. BWF leads and collaborates with other organizations to design and support specialized programming for womxn and girls. The organization is guided by a diverse Board of Directors of talented and committed womxn.

Position Summary

Reporting to the Board of Directors, the Executive Director oversees the management and operations of the Fund. They are responsible for consistent achievement of organizational mission, goals and financial results. The Executive Director is responsible for oversight of the development, implementation, and evaluation of programs and oversees the annual grantmaking program, its implementation and evaluation. They work collaboratively with the Board of Directors to develop and implement a multi-year strategic plan.

The Executive Director will oversee the Director of Development and Communications, Director of Programs, contracted Program Consultants and 3-5 interns.

A key priority of the Executive Director will be to grow philanthropic support for the Fund. In this capacity, the Executive Director serves as the Chief Development officer and is responsible for developing and overseeing the fundraising strategy, program and results. They provide support and coordination with the Board Development Committee and are responsible for sustaining and growing programs and grantmaking. They serve as liaison with key womxn's organizations locally, regionally and nationally and as the public "voice" of BWF.

Experience and Expertise

BWF seeks a proven executive with 8-10 years of experience leading mission-driven organizations, or units within a larger organization. The new Director will bring a demonstrated understanding and commitment to supporting and sustaining community-based grassroots organizations. The ideal candidate will have experience working in philanthropy supporting multi-cultural, racial, gender-respecting, diverse organizations.

The next Director must exhibit exceptional communication skills with the ability to serve as the Fund's lead spokesperson and ambassador. They will demonstrate an ability to build on existing and generate new relationships as we seek to elevate and grow the Fund's impact.

The next Executive Director must bring strong management experience with demonstrated skills in team building with a commitment to maintain BWF's core values of diversity, inclusion and equity.

Leadership and Capabilities

BWF seeks a savvy and dynamic leader who will bring an inclusive leadership style that seeks out and values diverse backgrounds and perspectives, recognizing and valuing the individual strengths of team members. Our leader will be comfortable working in a small setting that relies on support and engagement of volunteers. They will have a flexible work style deeply rooted in trusting their team while expecting high standards and accountability. They will be a supportive and emotionally intelligent leader with excellent interpersonal skills who enjoys mentoring and supporting staff and team members.

Excited by the opportunities and challenges facing BWF, the Director will bring an entrepreneurial spirit and the ability to inspire and engage staff in working towards common goals. An energetic, collaborative and proactive team leader, they will positively and productively develop and implement both strategic and tactical initiatives.

Our next leader should demonstrate an ability to both raise awareness of the unique mission and role of BWF and to build philanthropic support for greater impact. Along with these skills, important personal attributes we seek include: integrity, trustworthiness, approachability, authenticity, transparency, adaptability, optimism, emotional intelligence, good listening skills, and a sense of humility.

Responsibilities

Strategy, vision and leadership

- Serve as a thought leader on womxn and girls' issues and funding needs
- Represent BWF externally with philanthropic partners, donors, nonprofit organizations, other womxn-led organizations, civic and governmental partners
- Work with the Board of Directors to develop, achieve and monitor strategic goals and objectives
- Promote and encourage a culture of high performance and continuous improvement at BWF and among its grassroots grantees and partners

Board and volunteer relations

- Serve as liaison and staff to the Board of Directors, reporting regularly on organizational strategies, grantmaking and financial performance
- Work with Board leadership to evaluate Board structure and needs, recruit new members and volunteers, engage existing members, and grow BWF's fundraising capacity

External and community relations

- Develop, strengthen and maintain relationships with aligned womxn's organizations, funding organizations and other community-based partners
- Develop and maintain a rigorous communications program with grantees, donors and allies
- Develop and maintain relationships with national organizations supporting womxn and girls including Women's Funding Network, Grantmakers for Girls of Color, and other related organizations
- Serve as the Fund's primary spokesperson

Development and Fundraising

- Expand and broaden BWF's donor base including individuals, corporations and foundations
- Oversee annual fundraising program
- Steward and grow the major gift program
- Maintain relationships and support from current funders and donors
- Re-engage and increase support from lapsed and long-term donors

Management and operations

- Provide day-to-day management of all BWF operations
- Provide oversight of all financial aspects of the organization including budget preparation and oversight, production of financial statements and annual audit, relationship with endowment manager
- Oversee all program activities including grantmaking, program management and evaluation
- Ensure compliance with all applicable local, state and federal regulations

To Apply

Please send a current resume and cover letter to: bostonwomensfund@ecdonnelly.com. Applications and materials will be held in strict confidence.

For more information about Boston Women's Fund, please visit www.bostonwomensfund.org

Boston Women's Fund is committed to a policy of non-discrimination and equal opportunity for all qualified applicants and employees, without regard to race, color, religion, gender, sexual orientation, age, national origin, ancestry, disability, or any other classification protected by federal, or applicable state or local law.