Executive Director

Project Giving Kids (PGK) is a nonprofit with a mission to connect youth to meaningful and age-appropriate service to help those in need while cultivating empathy and lifelong community leadership. With online resources available to youth and families across the U.S. and expansive partner networks in the Boston, Los Angeles, and San Francisco Bay Area / Silicon Valley regions, PGK provides technology, tools, and targeted programming to connect youth with community service and nonprofit organizations in an effort to make civic engagement and volunteerism a regular part of everyone’s early years. Learn more about PGK’s story and work at www.projectgivingkids.org.

Position Location: Remote / Anywhere (US Only)
Organizational Charter: Massachusetts
Year Incorporated: 2012
Organizational Revenues: ≈$250K

Position:

Reporting to the board of directors, the executive director will provide strategic and operational responsibility for the organization’s staff, programs, resources, and mission execution. They will lead PGK through an exciting transition to enhance programs and services after having to adapt our programs and services for two years during the Covid-19 pandemic, with a focus on national growth and expansion.

Key Responsibilities:

Leadership & Management:

● Develop a small, but dynamic, team through alignment of programming, fundraising, and strategic planning during a new phase of organizational development
● Help grow, maintain, and support a strong Board of Directors; serve as ex-officio of each Board committee and assist board leadership in the planning of board meetings and annual board retreat
● Implement and influence organization’s strategic plan, in conjunction with the board of directors, and in turn develop, implement, and evaluate PGK’s programs to allow for the successful execution of the organization’s mission
● Oversee PGK’s signature annual event, Create the Change®, with support from staff and a strong network of volunteers
● Help recruit for and oversee the workings of PGK’s national advisory board; lead advisory board efforts when the chair role is vacant
● Take the lead in prioritizing and communicating projects (such as fundraising, web marketing, programming, and events) with various stakeholders based on available resources and schedules
● Oversee essential organizational operations including compliance, staffing, and bookkeeping/accounting
● Foster a spirit of teamwork and collaboration among the PGK staff and supporting boards/groups working across the country to support the organization’s mission by setting clear goals and
objectives and ensuring successful execution, while maintaining the unique and flexible culture of the organization

**Fundraising & Communications:**

- Provide strong fiscal management and growth among PGK’s fundraising channels to promote the capacity building of the organization and allow for the continued national expansion of PGK, with a focus on building PGK’s individual donor base, grant portfolio, annual fund, and earned revenue opportunities in conjunction with PGK’s Development Manager.
- Implement effective communication strategies that reach all stakeholders and which strengthen and build the PGK brand; collaborate with subcontractors and staff to oversee PGK’s social media, newsletters, and user communications.
- Serve as an inspiring thought leader on the importance of empathy, community, and youth service through blog writing, conference participation, and media/PR-related efforts.

**Business Planning & Growth:**

- Build relationships with nonprofits, youth-facing organizations, funders, and community leaders to help build PGK’s presence, traction, and impact.
- Leveraging PGK’s history of building creative and responsive programs and services, design and implement offerings that encourage and enhance PGK’s goal of national expansion; oversee and evaluate PGK’s current programs to inform best practices and scalability.
- Take an active role on the maintenance/enhancement of the PGK platform, including web and content creation, via hands-on collaboration with PGK’s technology partners and volunteers.
- Build external, strategic partnerships that allow for further growth in PGK’s current regions, emerging markets, and nationally.

**Qualifications:**

- Bachelor’s degree required, advanced degree in nonprofit management or related field preferred, with at least 7 years of senior management experience; track record of effectively leading a remote team and scaling a performance- and outcomes-based organization; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Demonstrated success in leading and meaningfully growing the development efforts of a nonprofit organization through creative and multifaceted campaigns, grant writing, and major gift cultivation.
- Past success working with a Board of Directors, with the ability to cultivate existing and new board member relationships.
- Action-oriented, entrepreneurial, and adaptable; successful applicants will be organized, detail-oriented, and visionary.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills and the ability to communicate with diverse groups of people.
- Experience collaborating with technology providers on the maintenance of technology-based services/solutions a plus.
- Commitment to PGK’s mission of fostering community and engaging youth in service.
• Excellence in using Microsoft Office applications, Zoom, GSuite, and social media

Benefits:
• 3/4 time OR full-time flexible, work-from-home, remote position with occasional evening and weekend commitments
• QSEHRA health reimbursement (up to annual federally mandated limits: $5,450 for self-only coverage and $11,050 for family coverage) and earned paid time off
• Salary range starting at $55,000, depending on experience and employment status (3/4 vs. full-time)

We are committed to hiring practices that support the values of a diverse workplace and reflect the composition of the communities we serve. PGK is an equal opportunity employer and believes that organizational performance is greatly enhanced when people with different backgrounds and perspectives are engaged in its activities and decision-making processes. PGK seeks to promote access, equity, and inclusiveness and does not discriminate in recruitment for employment or board service or in any of its program or other activities on the basis of race, sex, gender identity or expression, sexual orientation, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, pregnancy, genetic information, marital status, citizenship status, or any other legally prohibited basis.

Work Environment & Physical Demands:

PGK does not maintain a physical office space. The Executive Director works remotely and is required to provide and maintain their own workspace, including computer, phone, and any other items needed to successfully complete the duties of the position. PGK can provide reimbursement to cover the cost of any necessary items. This position is required to regularly use a computer, telephone, video conferencing, and other standard office equipment and services. While performing these duties, prolonged periods of remaining in a stationary position is required. Additionally, occasional PGK programming may require the transport and lifting of materials up to 40 lbs. (approximate).

Occasional travel (<15%) for board-related meetings, donor cultivation, and PGK programming, as well as state/national conferences, is required. The work environment characteristics and physical demands described above are representative of those an employee must meet to successfully perform this position. Accommodations may be made in accordance with the Americans with Disabilities Act to enable individuals with disabilities to perform the essential functions.

To Apply:

Please email Molly Yuska (Founder/Board President) at myuska@projectgivingkids.org with a 250-word email stating your interest in and ability to thrive in this position and a detailed CV/resume. Please include “Name – Executive Director Application” in the subject heading.

Applications will be considered on a rolling basis with priority given to those received by July 5. All interested applicants are encouraged to apply as soon as possible.

For more information about Project Giving Kids, please visit www.projectgivingkids.org.