



Dress for Success Columbus Executive Director Position Profile

ABOUT US

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

Dress for Success Columbus is a 5013C nonprofit organization that opened its doors in 2007 and has served over 13,000 women to date who reside in Franklin and six surrounding counties. Women in need are referred by 100+ nonprofit partners comprised of social service agencies, educational institutions, religious organizations and governmental agencies. Our services include client-focused suiting, career center resources and employment retention programs. All programs are free of charge.

An affiliate of Dress for Success Worldwide, comprised of more than 140 locations across the world, Dress for Success **Columbus** is one of the top five affiliates and a recipient of the prestigious Lublin Award in 2010 – named after the worldwide organization’s founder, Nancy Lublin. The organization is recognized as a vital catalyst for social change and has thrived through an innovative approach to programs, development and collaboration.

The Executive Director is responsible for the overall strategic and operational responsibility for the mission. Reporting to the Board of Directors, this individual will develop a deep knowledge of core programs and operations and will build lasting internal and external relationships that lead to the continued success of Dress for Success Columbus.

RESPONSIBILITIES

Leadership

- Responsible for the implementation and execution of the strategic plan for the mission.
- Works in concert with the staff, the board, volunteers and funders to ensure that the annual objectives are met.
- Promotes awareness and visibility of Dress for Success Columbus through a variety of forums, including public speaking, media and community events.
- Fosters and maintains relationships with Dress for Success Worldwide, referring agencies, local government, and other community organizations and relevant partners of Dress for Success Columbus.

Development

- Creates and implements a comprehensive fundraising strategy for the organization, with the support of the Board of Directors, helping to expand philanthropic support for the organization through identification and cultivation of individual, foundation, corporate and public sources of revenue.
- Leads in the planning, implementation, goal achievement and evaluation of fundraising campaigns and special events.
- Responsible for obtaining achieving budgeted revenue targets agreed upon across identified areas including but not limited to corporate partnerships, individual donors,

- government contracts, foundation grants, events.
- Ensures compliance with funding sources and regulatory requirements.

Program Management and Operations

- Provides guidance and empowers staff to develop, implement and evaluate programs to ensure that they fulfill the organization's mission, vision and objectives.
- Responsible for overseeing efficient and effective process and procedures, building a strong infrastructure and organizational capability.
- Brings together the programs of the organization to strengthen the work of each and to gain greater impact from clear communication and sharing of resources and ideas.
- Fulfills requirements of Dress for Success Worldwide affiliation, including standards of accountability and ongoing reporting.
- Oversees facility management including real estate / landlord relationship.

Financial Management

- Prepares an annual budget draft and submits the budget to the Board's Finance Committee for review and approval.
- With a commitment to accuracy, monitors monthly receipts, expenditures and cash flow; provides a financial report to the Finance Committee.
- Maintains a system of internal controls.
- Supervises all grants and contracts. Ensures that goals and objectives are met and that funds are expended appropriately and in accordance with terms of grants and contracts.
- Prudently manages the organization's resources within the budget guidelines and according to current laws and regulations.

Talent Management

- Responsible for managing the human resources function, including attracting, developing, and evaluating staff, volunteers and contractors. Ensures talent is aligned with the strategic direction and supports future growth.
- Works with the Board of Directors in developing, implementing and monitoring personnel policies and employee benefit plans to ensure a positive and productive work environment.

Marketing and Communications

- Oversees the development of a branded strategic marketing and communications plan to engage key constituents, heighten awareness and build support for the organization.
- Oversee the development and execution of the online marketing strategy, calendar and content, including the website, email, and social media that engages platform audience, builds awareness and drives engagement. Ensures brand compliance with DFS Worldwide.
- Manages the creation of marketing materials i.e., PowerPoint, video, photography and print collateral to support mission and outreach, fundraising and events.

Board Development

- Provides the Board with timely and accurate reports and communication regarding opportunities and challenges to the organization.
- Works with the board to develop strategic plans, policies and priorities regarding personnel, finances, programmatic direction and external relations.
- Works with the Governance Committee to ensure a diverse, inclusive Board with well-rounded skill sets and a leadership pipeline.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree required in a related field
- Seven to ten years of senior level experience managing and leading organizations with diverse constituencies, preferably in a nonprofit
- Track record of effectively leading an outcomes-based organization, ability to point to specific examples of having developed and implemented strategies resulting in successful growth outcomes
- Demonstrates an understanding of and passion for the mission of Dress for Success Columbus and dedication to its clients with a commitment to providing and ensuring high quality programming and client experiences
- Fosters and personifies a mission culture of diversity, inclusion, and mutual respect among clients, volunteers, staff, board, collaborators, donors, partners and community leaders
- Knowledge and experience in leading successful fundraising strategies and donor relations in addition to demonstrated proficiency in grant writing
- Understanding of financial statements and related topics, including budget preparation, fund accounting, data analysis and reporting
- Experience in public speaking and presentation, with excellent written and oral communication skills
- Ability to motivate, mentor, encourage and inspire others. Employs a collaborative and proactive leadership style
- Respected in the community; recognized as a leader with integrity and authenticity. Established relationships with non-profit, corporate and public sector leaders and institutions in Central Ohio
- Experience with and understanding of strategies to support racial, economic, and gender equity

Please note: *Data shows that women more frequently than men do not apply to a job because they don't feel that they meet all of the qualifications listed. View this description as a general overview, but not a mandatory comprehensive list. If you are passionate about our mission and believe that you have the skills to contribute and lead in this role, we welcome you to apply!*

Please email your resume and cover letter to careers@dfscmh.org