

**Position Description: Executive Director**  
**Organization: Girls on the Run of Puget Sound**



Girls On The Run (GOTR) of Puget Sound seeks an **Executive Director** with a passion and commitment to improving the lives and opportunities of pre-teen girls. The mission of GOTR is to educate and prepare girls for a lifetime of self-respect and health living.

GOTR International is one of the fastest growing non-profit organizations in the United States. Its Puget Sound chapter is well respected serving the area's pre-teen girls, working annually with over 150 girls and 300 volunteers. The number of girls served and budget has grown consistently over its six-year lifespan, and GOTR of Puget Sound has built a wealth of community partnerships. As such, this position carries with it the opportunity to run and manage an established non-profit organization that is in growth mode with increasing responsibilities each year. The Executive Director (Director) is directed by a Board of Directors (Board).

**Qualifications:**

An ideal candidate for this position is able to handle both strategic direction as well as a hands-on role with tactical fund development and administrative issues. This is an opportunity for the right candidate to have direct impact on the long term growth of the organization. The candidate will possess an inspiring strategic vision, excellent management skills, and possess the following attributes to move the organization into its next growth phase:

- Collaborative leadership style
- Demonstrated record of successful organization and fundraising management
- Experience with budget process and management
- Experience with strategic planning
- Excellent communication and interpersonal skills
- Supervision of 2 FTE staff/VISTA.
- A commitment to the mission of GOTR
- Connections to the local community: experience in, or relationships with, leaders in local public, private, and non-profit sectors
- Experience working with elementary and middle school girls desirable
- 3 to 5 years experience in non-profit
- Experience in recruiting and managing volunteers
- Experience working with a board of directors
- Experience working with youth programs

For more information on GOTR International, please see <http://www.girlsontherun.org>.

For more specific information on the GOTR Puget Sound chapter, please see <http://www.girlsrun.org/>.

**First review of Resumes: Dec 17th, position open until filled**

- A summary of qualifications, limited to 2 pages.
- A resume or CV

Please email applications to [EDsearch@girlsrun.org](mailto:EDsearch@girlsrun.org). Inquiry welcome to [EDsearch@girlsrun.org](mailto:EDsearch@girlsrun.org)  
Salary range: Dependent on experience. Full-time exempt with some flexibility. Requires attendance at board and community meetings.