



Washington Area Women's Foundation

CHIEF EXECUTIVE OFFICER

Washington, D.C.

About the Washington Area Women's Foundation

Washington Area Women's Foundation (The Foundation) is a community-supported foundation that invests in the power of women, girls, and gender-expansive youth of color in the Washington, DC, region. We open doors to opportunity, safety, and security through grantmaking and advocacy. Since 1998, we have awarded more than \$15 million in grants to more than 200 community-based organizations in the Washington, D.C., region. Learn more at The Foundation's website: <https://thewomensfoundation.org>

Position Summary

The Foundation seeks a dynamic and visionary leader with a demonstrated commitment to our mission and proven experience generating awareness and funding for a mission-driven organization. The CEO is responsible for building a robust fundraising strategy with new philanthropic sources, developing and implementing a clearly defined strategic plan, increasing community and stakeholder partnership opportunities, leading and managing a growing team, and expanding The Foundation's programs with and for diverse stakeholders.

The ideal candidate will bring experience overseeing an organization or team's day-to-day operations and finances. They will possess strong emotional intelligence, empathy, humility, creativity, and resourcefulness. As the primary representative of The Foundation, the CEO also will be a public advocate for The Foundation's mission, engaging with policymakers and the media.

Responsibilities

- **Vision and strategy:** Lead The Foundation's strategic direction; collaborate with staff, Board, and key stakeholders to set clear goals and achieve The Women's Foundation's mission
- **Fundraising/ Resource development:** Manage existing funder relationships and generate new revenue from diverse sources, including giving circles and individual philanthropists
- **Program strategy and implementation:** In collaboration with staff and partners, strengthen and expand The Women's Foundation's programs to increase attention to the most critical issues impacting women and girls of color
- **Relationship management:** Build strong relationships with key stakeholders, including funders, nonprofits, community members, grantees, local and state policymakers, and Board members; listen to and learn from residents, local businesses, and community groups most impacted by the initiatives and programs we are working to shape
- **Operations and financial management:** Oversee the successful execution of The Women's Foundation's day-to-day operations, including adequate financial management, reporting, and compliance

- **External communications:** Serve as the principal spokesperson and passionate advocate for The Foundation; leverage traditional and social media platforms to increase awareness of The Foundation and its mission
- **Team leadership and culture:** Ensure The Foundation's culture is collaborative and inclusive; provide professional development opportunities to individuals and teams
- **Research, Policy, and Advocacy:** Commission research to inform The Foundation's policy agenda; advocate for policies that support women and girls of color at the local and national level

Ideal Qualifications

- Proven ability to build on and execute an organization's strategic vision and successfully achieve its mission
- Excellent strategic thinking and planning skills
- Significant experience in a leadership role, including oversight of an organization or department's human capital, operations, and finances
- Demonstrated commitment to The Women's Foundation's mission; improving the lives of women, girls, and gender-expansive individuals; in the Washington, DC, region a plus and racial and gender equity as evidenced through related professional or volunteer experience
- Demonstrated aptitude for building and cultivating solid relationships with key stakeholders
- Exceptional public speaking and written communication skills, including communicating effectively with various audiences, including stakeholders, community organizers, and community partners
- Successful record of initiating relationships with and cultivating new funding sources, including proven ability to engage corporate funders
- Experience leading a team and its work through a DEI lens; and working with diverse communities across race, gender, class, ethnic, political, and geographic boundaries
- Experience overseeing program design, implementation, and evaluation.

Compensation and Benefits

The Women's Foundation offers a comprehensive compensation package that includes a competitive salary, paid medical, dental, and vision insurance, a retirement contribution plan, federal holidays, and paid time off. The salary range is \$180,000 - \$200,000.

Expected Time Commitment

This position is full-time. The Women's Foundation staff is currently working remotely. However, the CEO will be expected to meet frequently and regularly in-person with staff throughout the week and attend evening and weekend events as needed. Therefore, the CEO must be based full-time in the Washington, D.C. metropolitan area.

How to Apply

Washington Area Women's Foundation has engaged the executive search firm LeaderFit to lead this search. Interested candidates should submit a cover letter and resume [HERE](#)

Applications are accepted until the position is filled.

