



Manager of Expansion Markets

About Girls in the Game

At Girls in the Game every girl finds her voice, discovers her strength and leads with confidence through fun and active leadership, sports and health programs. Our programs empower all girls to be gamechangers in their own lives and in their communities. We strive to serve girls year-round and over the long-term and offer a continuum of programs for girls at each stage in their development. Our heart is in Chicago, but in recent years we've expanded to include programs in Bloomington, Illinois, Baltimore, Maryland and Dallas, Texas.

Position Summary

The Manager of Expansion Markets will work closely with the leadership team at Girls in the Game to provide oversight to our programs and stewardship of supporters in Bloomington, Baltimore and Dallas. This includes direct supervision of part-time staff in each market as well as oversight of the Auxiliary Boards in each city. Currently Dallas has an Auxiliary Board with a few members, although we are looking to expand the size and there are plans for Auxiliary Boards in Baltimore and Bloomington to start up soon. The Manager of Expansion Markets will play a key role in getting those Boards up and running. This position works closely with programs and development staff and requires the Expansion Manager to have familiarity with both program design and best practices, as well as our development efforts. This position requires regular travel (2-3 times per year to each market) to our expansion cities. The ideal candidate will be a self-starter who is passionate about spreading Girls in the Game's mission to more girls in more places.

The Manager of Expansion Markets will serve as the main contact for three University Coordinators responsible for overseeing Girls in the Game programming with volunteer university-based and teen coaches at community sites in and around Dallas, Baltimore and Bloomington. This position will also oversee a new part-time staff member in Baltimore. S/he will also be responsible for regular communication with partner universities and with managing university partner relationships, and outreach to university-based volunteer and intern coaches. In addition, the Manager of Expansion Markets will serve as the main point of contact with funders in each market, serving as a liaison between funders in each market and the development team.

Girls in the Game is seeking a full-time Manager of Expansion Markets to do the following:

- Oversee Auxiliary Boards Girls in the Game's expansion cities, and work with the Boards to plan fundraising events and to prospect and cultivate donors in those markets
- Work closely with the Executive Director and Girls in the Game's leadership team to generate revenue to support growth in accordance with Girls in the Game's strategic plan, in Baltimore, Bloomington and Dallas
- Assist in Girls in the Game's growth through generating strategic partnerships with universities and funders in new markets
- Manages partnership relations for University Model Programs in expansion markets including coordinator job posting, connection with service learning departments, coordinating space, etc.
- Manages evaluation implementation and dissemination of University Model Program sites in expansion markets
- Manages university model program records in Salesforce
- Supervises two university model coordinators and one part time staff responsible for implementation of Girls in the Game programming at schools and community-based sites
- Participate in staff-wide organizational development, planning, and fundraising activities
- Perform other duties as assigned
- Travel to expansion markets for Auxiliary Board and programming events

Qualifications

- Bachelor's degree or equivalent work experience
- Five years of professional work experience in development and/or program administration
- Familiarity with youth programs
- Familiarity with development practices
- Excellent time management and organizational skills
- Excellent relationship-building skills
- Comfort with traveling to expansion cities alone
- Demonstrated knowledge of computer environments, e.g. Windows, Microsoft Word, Excel, Outlook and PowerPoint, prior experience with Salesforce a plus

Licensing Required

- Employment is contingent upon proof of eligibility to work
- Verification of degree/credentials
- Background check and fingerprint clearance
- Must be available to work evenings and weekends for various scheduled events
- Agreement to uphold all of the Girls in the Game Policies and Procedures (by signature)

Core Competencies

- Relationship building
- Representing the organization
- Oral and written communications
- Planning and forecasting
- Follow through, reliability and dependability

Language Skills

- Excellent writing and communication skills
- Ability to multi-task, set priorities and time manage in a fast-paced and self-directed team environment
- Ability to maintain positive relationships with a wide variety of people including, but not limited to; board members, staff, volunteers, interns, community partners, organizational donors, media

Mathematical Skills

- Ability to manage revenue budgets and provide required reports

Reasoning Ability

- Ability to solve problems and resolve conflicts effectively
- Ability to make decisions individually and/or within a team and take necessary actions
- Commitment to and experience in working with people from diverse ethnic, cultural and social economic backgrounds
- Ability to plan strategically, prioritize and delegate

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires:

Frequently: Sitting, Walking, Seeing, Hearing, Speaking, Standing, Carrying, Driving
Occasionally: Stooping, Lift up to 40 lbs, Squatting, Kneeling, Bending, Pushing/Pulling
Seldom: Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a fast paced environment and the noise level is usually moderate.

Compensation

The salary is \$38,000 - \$45,000, dependent on experience.

Accountability

This position reports to the Executive Director and works closely with the Development Director and Program Director.

For more information, call Girls in the Game at (312) 633-4263. To apply, please fax a resume and cover letter to (773)542-1168 or email Kaylise Algrim at kalgrim@girlsinthegame.org.

Girls in the Game is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, marital status, disability, national origin, or sexual orientation. Although we only serve girls, all interested candidates are encouraged to apply regardless of gender.