Executive Director

Women Thriving, Inc. is a Brookline, MA based 501(c)3 non-profit organization. With an emphasis on learning, leadership development and community, our mission is to co-create opportunities for women facing economic, social, and racial inequities to thrive. Women Thriving, Inc. is committed to acceptance and inclusion, respect, collaboration, leadership and integrity.

After engaging the community in formal and informal ways over several years, our organization has identified some of the greatest challenges faced by Brookline women who have little or no income. These key challenges include isolation, health and food insecurity, unemployment (with a need for career development opportunities and skill building), safety in relationships, and access to community resources. Women Thriving, Inc. strives to address these challenges through community outreach and relevant programming.

Our History

Women Thriving began in 2011 as a program of the Brookline Center for Community Mental Health. Our first offering, the “Surviving and Thriving” Workshop Series, became the organization’s signature program and continues to this day. Over the next several years, our organization completed a Community Needs and Assets Assessment. We also hosted several Community Summits that brought together interested residents of different income levels, service providers, and representatives from town agencies to discuss identified needs, share ideas, and begin to organize and work together in focused community working groups.

Through February of 2019, Women Thriving continued to grow as a program of the Brookline Center for Community Mental Health. In March 2019, we established ourselves as a separate 501(c)3 organization, maintaining a strong working relationship with the Center and installing an active and diverse working board of directors. The following March, we launched our Leadership Corps program, moving everything to Zoom almost immediately as the pandemic spread. Our Leadership Corps participants and leaders rose to the challenge, embracing these online training and professional development opportunities. Leadership Corps members currently are central to our communications and outreach work, co-facilitate workshop series, and lead cultural community groups.

In response to the pandemic, Women Thriving, Inc. moved all activities to Zoom, offering 25 different workshop series to date, ranging from resiliency skills (such as Coping with COVID; Seasonal Transitions and Other Life Changes; Mind, Body, and Heart) to fitness (Pilates, Yoga, and Zumba) to other offerings including poetry, arts, cooking, and parenting. We offer some programs in Spanish and Portuguese and also offer cultural community connections, including
the Latinas Unidas and the Asian American Community Leadership Group, as well as programs that include Reading and Telling Stories to our Children for Asian moms, English conversation and American Culture, and Parenting and Self-Care for Moms of Children ages newborn-3.

**Position Overview**
We are looking for an Executive Director who is a facilitative leader with the ability to work collaboratively across race, class, and culture to engage and employ the leadership and other skills of the members of this dynamic community and who is committed to the mission of Women Thriving, Inc. This person will have the skills to continue to build a sound financial foundation for Women Thriving, while at the same time leading the organization’s efforts to address some of the challenges outlined in the Community Needs and Assets Assessment and deepen our engagement with diverse communities throughout Brookline.

Working in an inclusive style with program participants, the Board, contractors and volunteers, the Executive Director provides overall leadership, oversight, and evaluation of the organization and reports to the Working Board. The Executive Director is responsible for ensuring that Women Thriving, Inc.’s programming, operations, finances, staff, and volunteers meet established goals and objectives.

**Primary Responsibilities**
**Overall**
- Ensure that all of Women Thriving’s internal and public-facing communication, programming and operations reflect the organization’s commitment to diversity, equity and inclusion

**Funding Development and Community Relations**
- In collaboration with the Board and the Fundraising Working Group, develop and implement Women Thriving, Inc.’s annual (and possibly multi-year) fundraising plan
- Identify new sources of revenue
- Conceptualize, plan, write, and review funding and grant proposals
- Build and maintain relationships with potential community partners, funders/donors, and corporate partners
- Collaborate with the Fundraising Working Group, board members and volunteers to organize in-person and online fundraising opportunities
- Oversee donor stewardship, including gift acknowledgement and donor recognition

**Programming**
- Collaborate with the Board and Leadership Corps to identify and engage diverse communities throughout Brookline
- Meet with all Thriving leaders and facilitators on a regular basis to help plan, problem-solve, and offer feedback
• Provide regular support and supervision to Leadership Corps, the Program Coordinator, and the intern
• Oversee all evaluation/data collection, with particular focus on data needed for grant reporting, donor communications and overall year-end program evaluation

Other Responsibilities:

Financial Management, Oversight and Reporting
• Work with the Treasurer to ensure proper financial record-keeping
• Remain in regular communication with the bookkeeper
• Process invoices and expense reports
• Prepare and file required reports to MA Secretary of State, MA Attorney General, and IRS (or, with Board approval, hire an individual or firm to complete these tasks)

Working Board of Directors
• Attend quarterly (and any additional) board meetings
• Provide updates and reports to the Board of Directors
• Work with the Board Secretary to ensure proper document retention
• Attend working group and committee meetings as needed
• Collaborate with the Board and Leadership Corps to create a timeline for the development of a strategic plan

Desired Qualifications and Experience
• Commitment to the economic and personal empowerment of all women
• Experience working with a diverse team and a track record showing commitment to addressing issues of social and racial justice, inclusion, and equity
• Demonstrated history of excellence in program management
• Documented history of successful fundraising and grant approvals with individual donors and philanthropic foundations
• Strong communication and organizational skills
• Bilingual/bicultural applicants encouraged to apply

Time Commitment
20 hours/week for the first year, with the goal of eventual full-time status, contingent on fundraising. This position is flexible (able to set their own hours) and -- following local, state and national health guidelines -- will be a combination of remote and in-person work, safety permitting. Note that Women Thriving, Inc. does not have a physical office location.
Salary
$31,000 ($29.80/hour) for the first year, with potential for increases in subsequent years contingent on fundraising. Paid time off is offered as a benefit. No other benefits for the first year. Continuation of this position is contingent on funding.

Application Process
Please send resume and letter of interest to Women Thriving, Inc. Board President Caitlin Starr at cstarr@womenthrivingma.org. Please include “Executive Director” in the subject line. Deadline for applications is Friday February 4, 2022.

Learn more about Women Thriving, Inc. at https://www.womenthrivingma.org/

Women Thriving, Inc. is an equal opportunity organization committed to the principle of equal opportunity in its programs and employment. Women Thriving, Inc. does not discriminate against individuals on the basis of race, color, religion, age, sex, gender identity, gender expression, sexual orientation, national origin, marital status, disability or veteran status, or any other status protected by applicable law. Women Thriving, Inc. is committed to providing access, equal opportunity and reasonable accommodation in its programs and employment. We welcome applicants of all backgrounds and abilities.