



# Women Building Up Executive Director Brooklyn, NY\*

## Background

Women Building Up (WBU) is a nonprofit organization founded by a committee of 50 women (cis, trans, nonbinary, and gender expansive), many of whom have experienced incarceration, and all of whom are courageous leaders, activists, and passionate visionaries contributing to the growth of larger grassroots movements that advance justice for women.

Women Building Up (WBU) works to support the leadership and activism of women and girls, including those who have been justice impacted and people who identify as cis, trans, and gender-expansive people and their families. We believe that those directly impacted by carceral systems of violence and inequity will and should be the leaders of their movements.

The organization came together after NoVo Foundation formed the committee and committed to providing them with five years of funding and ownership of NoVo's former office building in downtown Brooklyn, New York. A ten-member board leads the organization's mission to advance gender, racial, and social justice through supporting women, girls, and gender-expansive people – especially people most directly impacted by incarceration, racism, gender oppression, and inequity – to claim their power to transform themselves and the world.

WBU became a fiscally sponsored project of Tides Center in September 2021 and earned 501c3 status in November 2022. In this start-up phase, WBU is working on its strategic vision and organizational development plan. The organization is excited to launch its inaugural executive director search in the final quarter of 2023 and begin building out its team. In the meantime, WBU has secured an office building to social justice nonprofit organizations in need of conference, meeting, and event space. WBU plans to launch its independent entity by January 2024.

## Opportunities for Impact:

**Capacity Building:** Women Building Up will serve as an integral connector to people doing impactful work for women. The physical space presents an ideal setting to host gatherings and events where these leaders can connect, discover synergies between their work, and ultimately deepen impact.

**Safe Space:** There isn't a space that centers women who have these lived experiences. Bolstering a stunning 19,000 square foot facility, Women Building Up has the potential to serve as a safe space, and a place to foster community and connection among groups of women with similar lived experiences.

**Community-Centered Programming:** WBU has the potential to create programming that will provide resources to promote personal/professional growth and healing for women

who've been systematically impacted by the criminal justice system and other institutional entities that create harm.

**Grantmaking:** WBU has a multi-million-dollar reserve and will serve as a financial resource to fund projects, programs, and initiatives catering to women and gender expansive folks.

## Position

Women Building Up is seeking a bold, values-driven and visionary leader to jumpstart the organization as it transitions from a fiscally sponsored project to a 501c3 nonprofit organization. This is an opportunity for a creative leader who is ready to take an idea from inception to reality.

If you are someone who loves to build institutions through new structures, processes, and internal systems, this is the opportunity for you. This person will partner with a collaborative of leaders across the sector to create a strategic plan that will materialize the vision of Women Building Up. They will have oversight of a stunning 19,000 square foot facility located in Brooklyn, an operating budget of 1.5M, a multi-million-dollar reserve with additional revenue secured until 2025, and will hire and retain a mission and values-driven team.

## Major Duties & Responsibilities

### Strategic Vision & Leadership

- Partner with the Board of Directors to establish the vision for the space and core programming of Women Building Up.
- Develop a 3-5 year plan to operationalize the vision, including the necessary resources, infrastructure, and key performance metrics needed to achieve the strategic priorities.
- Maintain overall responsibility, accountability, and authority for the management of day-to-day operations for Women Building Up and its programming.
- Formulate a plan for the facility and how the physical space will be used to support Women Building Up's programming.

### Organizational Infrastructure & Sustainability

- Support the rollout and onboarding of organization-wide systems and processes (operations, HR, data collection) that will support programming and fundraising efforts.
- Effectively manage the financial resources; provide strategic direction on effective business models to ensure organizational sustainability and longevity.

### Grantmaking & Fundraising Strategy

- Guide and shape WBU's grantmaking strategy, including identifying potential grantees and making informed decisions on investment opportunities in relation to the strategic priorities.
- Oversee initial rounds of grantmaking to program partners; cultivate relationships with donors including but not limited to, individuals, foundations, and corporations.

### Staffing, People Management & Governance

- Build a high-performing, dedicated team with complementary skillsets to support the implementation of the strategic plan.
- Foster a culture of excellence, openness, and teamwork among staff and Board so there is seamless collaboration to achieve goals.

### Community Engagement

- Act as the lead ambassador and spokesperson of Women Building Up; raise the visibility of the organization's role in advancing gender, racial, and social justice through supporting women, girls, and gender-expansive people impacted by incarceration, racism, gender oppression, and inequity.
- Build rapport and connections in NYC and nationally to increase impact, enhance program quality, and achieve WBU's goals; ensure that the facility is open and accessible to the surrounding Brooklyn community.

### \*Location

This is a hybrid position. The Executive Director will need to be present in the Brooklyn office 3 days a week, and work remotely 2 days a week.

### Qualifications

- Must possess an authentic passion for the mission and a demonstrated commitment to advancing racial, gender and social justice; ideally has experience in related/adjacent spaces including criminal justice and gender justice; candidates with experience serving women impacted by the criminal justice system preferred.
- A strategic, visionary leader who can identify opportunities, anticipate challenges, experiment, and see the vision through to implementation; proven experience bringing an idea from inception to reality, whether it be for a program or organization.
- Experience building an internal infrastructure, including but not limited to, operations, HR and finance systems and processes to support a mission.
- Proven experience in hiring and directing a team.
- Proven experience innovating programs, business models, or organizations.



- Successful track record of fundraising, including stewarding relationships with funders, board members, and foundations.
- Equity mindset that welcomes and encourages a diversity of opinions and viewpoints.
- Strong experience in overseeing the fiscal management of an organization, including budget preparation, analysis, decision-making, and reporting
- Cultural competency and ideological alignment with WBU's values; a commitment to upholding DEIA values and ensuring said values are embedded throughout the fabric of the organization.
- High emotional IQ; vulnerability, empathy, and transparency.
- A straightforward, clear and direct verbal and written communicator.
- A highly relational and community oriented leader with the ability to instill trust and build authentic relationships with a variety of stakeholders.

## Compensation Package

This is an outstanding opportunity for a highly motivated senior leader to join a growing organization. Women Building Up is prepared to offer a salary range of 250k - 300k. In addition, Women Building Up offers a generous benefits package including comprehensive medical, dental and vision insurance, and competitive paid time off. Our benefits are designed to support the passion, commitment and wellness that is vital to our team members.

This position description is based upon material provided by Women Building Up, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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