Women’s Fund of Greater Chattanooga
Executive Director

The Board of Directors seek an experienced executive to: significantly grow annual revenues and increase the financial sustainability of the organization, expand the organization’s public profile as a leading advocate of women and girls in the city of Chattanooga, and grow the organization’s presence and influence in the state of Tennessee.

The Women’s Fund of Greater Chattanooga (WFGC) was founded in 2008 to improve the lives of women and girls in and beyond Chattanooga and to increase the influence of women philanthropists in the region. Tennessee ranks 49th in the United States in the overall status of women. Women’s opportunities for education and employment are more limited, healthcare is more restricted, and the rates of poverty and abuse are higher in Tennessee than in the rest of the country. The Women’s Fund of Greater Chattanooga is leading the effort to move Tennessee from “49 to One” with a statewide movement to improve the lives of women and girls.

WFGC leverages ADVOCACY, PHILANTHROPY, and a robust NETWORK of partners to address the root causes of inequity and to create lasting change for the women of the Chattanooga area and the state of Tennessee.

- ADVOCACY: They educate about issues concerning and work for legislation contributing to the safety, stability, health and independence of women.
- PHILANTHROPY: They offer women unique opportunities to create meaningful change in the Chattanooga area and, through their Nightingale Network, they support local organizations that focus on improving the lives of women, families, and communities.
- NETWORK: They unite organizations working to improve the lives of women and girls, creating a network of partners working for the same causes.

WFGC’s advocacy agenda is outlined in The Institute for Women’s Policy Research report which focuses on seven issues that greatly impact women and girls:

- Political Participation
- Employment and Earnings
- Work and Family
- Poverty and Opportunity
- Reproductive Rights
- Health and Well-being
- Violence and Safety.

ADVOCACY: The heart of the Women’s Fund is Advocacy: educating people about issues, laws, and policies that impact the lives of women and girls in their community, changing attitudes about the importance of women’s rights and their value in all aspects of society and the
economy, working with partners to influence lawmakers and political leaders with regard to legislation and policy, and lobbying at a grassroots level - teaching people how and when to talk to their representatives about the issues and the votes that matter most to them.

WFGC fought long and hard to strengthen human trafficking legislation in Tennessee, raised funds for the local rape crisis center, and wrote legislation to protect victims of domestic violence from eviction. To date, the Women’s Fund has planned and executed successful annual legislative agendas around issues that prioritize the safety and overall life prospects of women and girls. This coordination includes issue education, strategic communication, and overseeing calls to action.

Over the years, WFGC has influenced the passage or defeat of nearly forty measures that impact women and girls in Tennessee. In 2018, WFGC advocated for three legislative changes in Tennessee: a hard minimum marriage age of 17 with a spouse not more than 4 years older than the minor, as well as significant penalties to be imposed on anyone attempting to coerce or force marriage; the creation of a statewide suicide mortality review that will result in recommendations to work across agencies to reduce suicides in Tennessee; and a Family Life Curriculum bill that requires educational instruction on the detection, intervention, prevention and treatment of child sexual abuse.

PHILANTHROPY: The Women’s Fund of Greater Chattanooga offers female donors a unique opportunity to contribute to fundamental lasting change on behalf of the women of the community – investing in a fund directed by women for women. Further, the WFGC created a giving circle called The Nightingale Network that empowers individuals across Chattanooga to learn about and become philanthropists. Each year, the Nightingale Network selects a local organization with a new or continuing program that benefits women and girls in the greater Chattanooga community to receive a grant.

NETWORK: When the Women’s Fund of Greater Chattanooga identified the need for the human trafficking public awareness campaign, they reached out to the other Women’s Funds in Tennessee and asked them to join. Since then, WFGC has led the Tennessee Women’s Fund Alliance to bring the collective power of Women’s Funds in Chattanooga, Knoxville, Memphis, and Nashville to bear on statewide issues. All of the members of the Alliance recently agreed to work with Chattanooga in the execution of its most recent strategic paradigm: 49 to One.

The Women’s Fund of Greater Chattanooga has a $250,000 budget with a 21-member Board of Directors and 2 staff members in addition to the Executive Director.

RESPONSIBILITIES:

Reporting to the Board of Directors, the Executive oversees staff consisting of the Director of Research and Policy (who is currently serving as the Interim Executive Director) and the Programs and Operations Manager. The immediate priorities of this job are to significantly grow annual revenues and ensure the financial stability of the organization, expand the organization’s public profile as a leading advocate of women and girls in the city of Chattanooga, and grow the organization’s presence and influence in the state of Tennessee.

The Executive Director is responsible for operations, fundraising, resource management (both financial and human), marketing and public relations, and orchestrating a substantial expansion over the coming years. S/he will lead and serve as a primary institutional spokesperson and
fundraiser, manage day-to-day operations and activities, orchestrate strategic planning and guide the Women’s Fund of Greater Chattanooga into its next phase of growth and innovation. Specific responsibilities include:

- **Fundraising:** Maximize contributed income from foundations, businesses and individuals; assist in maximizing support from government grants; align revenue strategy with overall organizational mission and goals; serve as an active fundraiser for the Women’s Fund of Greater Chattanooga by meeting with donors and working with staff, board members and advisors to develop and implement fundraising strategies.

- **Vision & Culture:** Partner with the Board and staff to articulate the vision and strategic direction of the organization, and work with Board of Directors, staff and other stakeholders to execute on that vision; model and embed WFGC’s values throughout the organization and in all aspects of day-to-day operations; inspire excellence at all levels of the organization.

- **Marketing & Communications:** Represent WFGC externally as one of the primary spokespersons for the organization, clearly articulating WFGC’s mission, vision, advocacy agenda, and impact on the community; work with Board and staff members, partners, and key community members to strengthen WFGC’s advocacy and profile both locally and statewide; champion the organization’s brand in person and across digital platforms.

- **General Management:** Lead and positively motivate a strong and committed professional staff to ensure a collegial and team-oriented working environment with open lines of communication; manage day-to-day operations and programs so that they are professionally and efficiently organized, scaled and mission-aligned.

- **Financial Management:** Maintain WFGC’s fiscal health, ensuring that the organization adheres to a sustainable financial plan based on an annual budget; verify that financial budgets and spending on operations and grants are aligned; foster an atmosphere of transparency and accountability.

- **Board Relations:** Keep the Chair, Executive Committee and Board informed of WFGC’s finances and activities; provide timely and concise “state of the organization” assessments; work with the Board to develop a strategic roadmap for the organization’s continued evolution; encourage Board members’ appropriate involvement in WFGC’s full range of activities; assist in identifying and recruiting new board members.

**EXPERIENCE AND CHARACTERISTICS:**
The Executive Director will be an entrepreneurial leader, roll-up-your-sleeves manager and a big-picture thinker whose work ideally includes the following experience and qualifications:

- Senior-level managerial, operational and financial experience in areas that intersect with the mission of the Women’s Fund of Greater Chattanooga; ability to understand social justice issues surrounding advocacy for women;

- Passion for WFGC’s vision, mission and values; commitment to modeling the organization’s core values of respect, integrity, accountability, equity, stewardship, excellence, learning and trust;

- Highly accomplished fundraiser who is comfortable in the role of seeking and asking for individual and major gifts and grants; adept at developing institutional partnerships to
advance the mission;

- Ability to advocate and provide visibility for WFGC by serving as a credible, articulate and effective spokesperson, in person and in writing; outstanding oral and written communication skills, including the means to address issues in non-polarizing ways but nevertheless with determination;

- Politically savvy and sensitive to the trust of the community when asked to comment publicly on issues; possessing a finely-tuned awareness of the constituencies being engaged with an innate ability to connect with various demographics;

- Experience with effectively managing similarly sized budgets and staff; a competent and confident team builder with strong skills in management and leadership who understands the subtleties of recruiting, motivating, directing and retaining a diverse group of personalities with different work styles;

- Experience leveraging existing technologies to maximize online presence and optimize innovation, magnify impact and improve fundraising efforts. A working knowledge of search engine optimization best practices and donor relationship management systems is desired;

- A good listener, who appreciates feedback, understands everyone’s role in the organization and keeps people in the loop as necessary; a manager who ensures people feel supported and respected; someone who values collaboration but has the skill and finesse to make decisions;

- A “doer” with a willingness to work hands-on in developing and executing a variety of activities ranging from internal day-to-day operations to highly creative and visible external relations;

- Emotionally mature with a sense of humor to maintain balance and perspective.

For more information please contact:

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