



Position: Director

Live Like Blaine Foundation
30 hours/week with potential for full time

Reports to: Co-Founders

The Live Like Blaine Foundation, a small but growing nonprofit organization, is seeking an energetic and passionate person to organize and oversee the daily operations of the organization. This Director position is 30 hours/week with the potential for full-time and reports to the organization's co-founders. The office is located in Bala Cynwyd.

The Foundation

The Live Like Blaine Foundation inspires and empowers young women to become leaders through athletics. We believe that athletics is an ideal avenue by which young women can learn the essential personal and interpersonal skills that help them become the next generation of women leaders. We work with middle and high school girls to develop their leadership potential and confidence, helping them become **FIT TO LEAD** on their teams, in their schools, and in their communities.

The Live Like Blaine Foundation was founded to honor Wynnewood native Blaine Steinberg, an accomplished athlete, student and leader who passed away suddenly in March 2014, just two weeks before her 21st birthday. Blaine's undeniable work ethic and relentlessly positive attitude inspired her friends, teammates, coaches and teachers. Live Like Blaine was founded to share her spirit and passion with other young female athletes.

You can learn more about Live Like Blaine's four principal programs [here](#).

The Position

The Director leads the planning, implementation, and monitoring of the organization's day-to-day activities. Primary areas of responsibility include program planning and implementation; management of staff, interns, board and volunteers; managing donor and vendor relationships; creating and overseeing implementation of marketing and communication plans; tracking the organization's finances; event planning; overseeing data management and evaluation practices; and social media.

The responsibilities are wide and varied; they require the ability to learn quickly, be a team player, and remain flexible. The ideal candidate is hard-working, a strong multi-tasker, a confident leader,

and a strategic thinker. Experience in marketing, communications, and/or fundraising is also a plus.

Responsibilities

General Responsibilities:

- Ensure daily administrative tasks are done in an effective and efficient manner to keep the organization running smoothly
- Maintain and grow relationships with key stakeholders, community members and organizations
- Support and oversee the Development Manager in the planning and coordination of all fundraising events
- Review and manage any contracts, agreements and policies in conjunction with co-founders
- Oversee vendor relationships and nonprofit partnerships
- Support and advise the co-founders and board in decision-making, keeping them apprised of all critical operational issues
- Maintain up-to-date subscriptions and information on organization's web-based applications, technology and software
- Manage staff, interns, board and volunteers to ensure daily smooth operation of the administrative offices and progress of the organization

Program Responsibilities

- Plan for and implement key programming (Captains' Practice, Leadership Academy, Scholarships, and Harlem Lacrosse partnership) which includes but is not limited to:
 - Coordinating logistics for location, insurance, curriculum, and attendance/participation
 - Planning and implementing marketing effort to attract students to programs
 - Coordinating participant evaluation plan and work with researchers to interpret data
 - Coordinate with program partners to ensure smooth delivery of services
 - Maintain relationships with coaches and teachers to increase awareness about opportunities for student athletes
- Maintain organization's website

Board Support Responsibilities

- In coordination with co-founders, schedule and plan board and advisory board meetings
- Attend board and committee meetings
- Draft agendas
- Present reports and updates to board

Financial Management Responsibilities:

- Track the day-to-day expenses and income of the organization; enter data into QuickBooks
- Prepare financial reports for board and co-founders as requested
- Assist in completion of the annual review and IRS Form 990 return

Marketing Responsibilities

- Manage and update as necessary all print and online marketing materials
- Create marketing plan to attract varying stakeholders and raise awareness of organization (i.e. students, coaches, donors, volunteers)
- Draft marketing e-mails and newsletters

Qualifications

- Bachelor's degree
- 3+ years of professional experience in operations, nonprofit management, communications, marketing or a related field
- Must be flexible and able to wear many hats
- Strong written and verbal communication skills
- Detail-oriented, organized, and able to set and meet deadlines
- Proficiency in Word, Excel and PowerPoint. Experience in QuickBooks and Adobe InDesign preferred
- Nonprofit experience is favorable but not mandatory
- Deep appreciation for leadership development and youth sports

This position is performed primarily at the office in Bala Cynwyd during normal work hours. In addition, candidate will need to be available occasional evenings and weekends.

Please send your resume and cover letter to contact@live-like-blaine.org and include salary requirements.