



Executive Director

Organizational Background:

VOX ATL's mission is to lead a youth-voice movement where teens from diverse backgrounds and intersecting identities create a stronger, more equitable community through leadership and uncensored self-expression. The 29 year-old organization with a strong identity and deep imagination. VOX ATL has always been for teens, by teens and about teens. What began as an uncensored newspaper for young people to talk about the issues they care about quickly evolved into a holistic youth-development organization that has cultivated a unique teen-driven approach to programming.

This moment:

During the pandemic, the organization pivoted to digital programming. Moving into our new normal, we know we will keep digital programming while also bringing back in person events. The next Executive Director will be coming into an organization with passionate staff, board, and teens, who will all be looking to them to set the tone and priorities for the path forward.

Executive Director role:

The Executive Director (ED) reports to the Board of Directors and is chiefly responsible for upholding the mission, increasing brand-awareness with the community, and meeting financial objectives. Successful candidates will be enthusiastic about the growth and development of teens and have experience working with people representing various backgrounds and identities. Strong communication skills are a must, and experience fundraising is required. Previous involvement in strategic planning and experience putting together policies, procedures, and systems is desired.

The Executive Director has a broad range of leadership, management and oversight responsibilities, including but not limited to:

- Establishing, managing, and stewarding strategic relationships with donors, sponsors, partner organizations, individuals, government agencies, elected officials, and other stakeholders.
- Serving as an external face of the organization with the ability to tell VOX's story, and ensuring all activities and programs are properly publicized.
- Maintaining a working knowledge of significant developments and trends in the sector.
- Managing a culturally diverse and inclusive workplace, clientele and community.
- Ensuring that the organization has a long-range strategy and consistently works towards progress on that strategy.
- Working with the Board in preparing the annual budget and ensuring the organization operates within budget guidelines. Maintaining official records and documents and ensuring compliance with federal, state, and local regulations.



- Developing effective systems to track progress and regularly evaluate program components to measure outcomes that can be effectively communicated to the Board, funders, and other constituents.
- Developing an annual plan for fundraising from diverse funding sources, including earned revenue.
- Leveraging the board's expertise and ensuring the board has the skills, tools, and resources needed to help the organization succeed.
- Other duties as assigned and/or as required with the evolution of the organization.

Required Skills and Experience:

- Ability to manage all responsibilities listed above.
- Passionate about VOX's mission and comfortable collaborating with uncensored teens.
- Experience working with people representing various backgrounds and identities and managing others.
- Strong communication skills, with comfort speaking publicly, and awareness of own self
- Experience fundraising and comfort serving as a public persona.
- Investment in the growth of themselves, teens, and the people they manage.

Desired Skills and Experience:

- Prior work within the youth development sector.
- Experience with change, crisis, and conflict management.
- Connections within the Atlanta funding community.
- Strategic planning experience.
- Experience putting together systems, policies, and procedures.

Compensation Package:

\$85,000 - \$95,000 depending on experience

70% medical covered by employer or FSA matching

401k and matching contributions

Professional development

Parking pass or MARTA pass

Location and schedule

The Executive Director will need to be predominantly located in Atlanta, GA and be in the downtown office regularly. The typical schedule is 9:30am-5:30pm during the work week with evening and weekend work as needed.

To apply:



Interested applicants should send a resume to info@purposepossible.com with the subject "VOX ATL Executive Director." Applications will be open until October 9th. In your email, please outline how your experience matches with the knowledge, skills, and experience listed. Also share why you're interested in the role.

Employment is provided through VOX ATL. VOX ATL is an equal opportunity employer and will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation or national origin. The statements contained in this position description are not necessarily all-inclusive, additional duties and responsibilities may be assigned and requirements may vary from time to time. Professional business references and a background check will be required for all final applicants selected for a position.