

VOX ATL

Executive Director

VOX ATL's Executive Director (ED) is a person with a passion for youth development, fund development, team building, marketing, external visibility and partnerships creation. The ED must work well with teens and adults, and understand and subscribe to VOX's mission, including the priority of power sharing with youth and the ability to center the voices, perspectives and experiences of teens as leaders. VOX ATL's ED is the day-to-day leader and chief fundraiser. The ED works with the staff, Board, volunteers and teens, as specified, on the following, as well as other duties as needed.

To apply for this role, please submit your resume and cover letter to hire@voxatl.org.

Job Tasks/Duties:

Fund Development

- Serves as VOX's chief fundraiser
- Works with the Associate Director on fundraising strategy and plays an active role with major individual, corporate and grant-related donors
- Works with the Mission Director on earned revenue strategy as part of the overall income mix

External Visibility

- Manages VOX's external visibility and communications strategies, and serves as VOX's lead brand ambassador and spokesperson; supports stakeholders as brand ambassadors, including youth
- Serves as VOX's liaison to major partners, unless ED assigns this responsibility to other well-placed VOX team members
- Supports Mission Director on the development and implementation of VOX's earned revenue strategy

Human Resources & Talent Management

- Serves as staff liaison to VOX's Board of Directors
 - Works with VOX Board to support strategic recruitment and the leadership development of all board members, including teens
- Manages the ongoing development and support of VOX's trained and talented staff, including: human resources strategy, performance management design and implementation, as well as day-to-day support of the team

Organizational Development

- Steers VOX's teen-inspired decision-making culture
- Manages day-to-day implementation of VOX's strategic plan and operations including:
 - VOX's financial processes, including annual budgeting and audit
 - VOX's technology and data management strategies
 - VOX's facility and office needs, as well as management of VOX vendors
- Heads up strategy and implementation of all VOX policies
- Responsible for overseeing any legal-related work, including compliance, as well as serving as liaison to any Pro Bono legal partners
- Manages creation of or updates to VOX's strategic and annual plans

Qualifications / Required Skills

- Bachelor's degree preferred, or commensurate knowledge and experience with respect to the nonprofit space required; five to seven years work experience in nonprofit, youth-development and/or marketing/communications
- Excellent communications skills – verbal and written (must be able to effectively communicate VOX's mission, impact, and case for support), as well as exceptional research skills, superior time-management skills, the ability to meet deadlines and the ability to communicate effectively with stakeholders of all ages
- Experience with nonprofit fundraising preferred
- Must have a desire to learn and support youth-development best practices
- Must be comfortable and excited about working with a diverse group of teenagers and adults
- Computer skills must include Mac platform; experience with Adobe Creative Suite, online publishing and Mailchimp are a plus
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment

Schedule and Compensation

Full-time, in-office/remote schedule can be flexible. Includes a 9:30 am to 5:30 pm typical schedule Monday to Friday, as well as Saturday work as needed. The target base annual salary for this role is \$88,000. Base salary will be determined through the selection and assessment process for this role relative to your experience and the job qualifications/skills required to perform in the role. Benefits, upon successful completion of 90-day probationary period, include health benefits through a group plan or FSA contribution, 401k and matching contributions, paid transportation pass or parking pass at the VOX ATL office, and professional development.

VOX Teen Communications is committed to diversity among staff, volunteers, participants, and its Board. We seek and encourage a diverse team.