



JUNIOR LEAGUE OF SAN ANTONIO

Managing Director

POSITION SUMMARY:

The Managing Director leads and manages the overall operations and staff of the Junior League of San Antonio (JLSA) in accordance with policies and goals established by the Board of Directors (Board). The Managing Director works in cooperation with Board members and JLSA volunteers to implement JLSA's strategic and operational goals in order to fulfill its mission and vision. The Managing Director also supervises and mentors a strong, results-oriented staff focused on achieving JLSA's goals and objectives. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the President of the Board.

A successful candidate is a person of strong integrity who has a combination of strategic thinking and operational proficiencies and who can serve as a role model of best management practices and decision making. The Managing Director will possess a leadership style that is collaborative in nature and empowers volunteers to achieve their highest potential.

REQUIRED JOB DUTIES

- **Fundraising:**
 - In conjunction with the President and Vice-President of Fund Development, develop ongoing fund development strategy, annual plan for fundraising, and implement tactics to ensure success each year based on specific fundraising dollar amount goals identified by Vice-President of Fund Development and Treasurer.
 - In conjunction with the President and Vice-President of Fund Development, lead staff and volunteers to support JLSA's fundraising events throughout the year and ensure stated fundraising goals are met, if not exceeded.
 - Collaborate, coordinate, and guide fundraising efforts across JLSA to ensure alignment with JLSA priorities ensuring that gift revenue and prospect activity goals are achieved.
 - In conjunction with the Vice President of Fund Development and chairs of the fundraising events, attend and provide support to JLSA's primary fundraisers which currently are: Holiday Ole Market, Unstoppable: Passion for a Purpose Luncheon, ¡VIVA! SA Race, and Classic FORE a Cause.
 - Research prospects and coordinate strategies with the Board for major gifts, grants, planned gifts, and corporate sponsorships. In coordination with the Treasurer and Financial Administrator, attend and contribute to face-to-face meetings. Develop strategy for donor meetings in conjunction with the

- Board in advance of all donor meetings to ensure consistency with the annual plan for fund development.
- Encourage and support other fundraising activities such as the Annual Loyalty Fund campaign, product sales, and Special Events (i.e., “Sip & Shop” fundraisers, restaurant give-back events, etc.).
- Ensure donor acknowledgement in partnership with Vice President of Fund Development Council, and serve as point person to JLSA donors.
- Maintain donor database.
- Develop and maintain relationships with JLSA donors to mitigate the yearly leadership turnover on Board and fundraising event chairs.
- Seek and write grant proposals in coordination with the Vice President of Fund Development. Track progress of grants received and ensure timely reporting to all funding sources.
- Assist the President and Vice President of Fund Development in growing and maintaining a portfolio of prospects and donors. Additionally, assist in managing donor asks and follow-ups to align with organizational priorities.
- Support other Board members and fundraising event chairs in developing, maintaining, and enhancing relationships with prospects and donors.
- Develop new individual and corporate donors.
- Serve as a key member of future campaign planning and execution.
- Oversee planning and execution of donor prospect cultivation and recognition at events and communications.
- Monitor progress toward goals and objectives and, as necessary, adjust strategies and tactics to maximize success.
- Serve as a mentor and teacher, developing JLSA members into exceptional fundraisers, able to make asks and apply for grants.
- Support and promote JLSA’s Centennial planning and preparation for implementation in 2023-2024
- Improve Community Visibility:
 - Represent JLSA at community events and other opportunities.
 - Work to secure opportunities to promote JLSA in the community.
- Organizational and Volunteer Management
 - Responsible for documenting, implementing and maintaining year-over-year mission-related processes and provide guidance to volunteers on the execution of these processes
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
 - Manage JLSA staff to accomplish the everyday tasks necessary to support the Board, JLSA members and accomplish the mission.
 - Provide structure and support to assist in developing JLSA volunteers.
 - Empower JLSA volunteers to achieve their highest potential.
 - Mentor JLSA volunteers and serve as a role-model and coach.
 - Assist in the transition of JLSA leadership and ensure that processes are documented and easily referenced.
 - Assist the President and Board as needed.

- Staff Management
 - Mentor a strong, results-oriented staff focused on achieving JLSA's goals and objectives.
 - Oversee the performance of the Financial Administrator, Membership Program Coordinator and any other JLSA staff
 - Assist staff with prioritization of short and long-term duties.
 - Lead periodic staff check-ins and evaluate staff on an annual basis and make recommendations for areas of growth.
 - Make staff salary and bonus recommendations to the President and Executive Committee.
 - Be familiar with the employee handbook and oversee the review and update on an annual basis.
- Financial Management
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensure maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Assist the Financial Administrator in the annual audit process and timely file of the IRS 990 form and other required documents.
 - Manage office costs with financial prudence.
 - Collaborate with the finance committee to maintain the operational budget and assist in identifying spending needs or shortfalls.
 - In collaboration with the President and President-Elect, prepare and present the 1.) Board and Executive Budget, and the 2.) Executive Committee Budget during the budget process each year.
 - Prepare and present the Operations Budget
 - Monitor and assist the Financial Administrator to provide timely financial information to the Treasurer, President, Finance Committee, and Board.
- Property Management
 - Organize and update all legal, tax, and insurance needs for JLSA.
 - Understand tax regulations as they apply to non-profits.
 - Be familiar with the Texas Alcohol and Tobacco (TABC) rules.
 - Manage all JLSA properties, to include the office space at One International Center (OIC).
 - Serve as point of contact to various JLSA vendors and contractors, including building management company where JLSA offices are leased.
 - Support the Property Chair and Historian in organizing JLSA archives and managing items stored in off-site storage property.
- Required Attendance
 - Attend evening or weekend fundraisers and events.
 - Attend and participate monthly Board meetings.
 - Attend and participate in all budgeting meetings, usually in the spring.
 - Attend and contribute to Community Advisory Board meetings.
 - Attend and lead weekly staff meetings.
- Other duties as assigned.

QUALIFICATIONS:

- Understand contemporary philanthropy best practices with a record of success in fundraising and a demonstrated ability to effectively integrate functions with a strength in the development of proposals and case statements of support within a strategic, complex, and evolving fundraising model.
- History of securing financial support, including cultivation through solicitation and stewardship, as well as experience working with annual giving strategies; success in securing gifts from both current and new donors.
- Proven track record of donor solicitation for corporate and capital gifts.
- Experience managing staff.
- Proficient in database management and all Microsoft Office applications.
- Model ethical behaviors. Adheres to the highest level of ethical standards and integrity. Trustworthy and transparent.
- Possess an optimistic and positive attitude.
- Detail oriented and highly organized. Excellent organization and prioritizing skills. Able to meet deadlines and achieve goals.
- Flexible and adaptable – willingness and ability to attend the occasional night meeting or weekend event.
- Ability to manage multiple tasks, projects and priorities.
- Excellent internal and external customer service. Self-motivated, resourceful, and creative with the ability to problem solve and resolve conflict. A self-starter that can work independently yet be a team player.
- Positive energy with an entrepreneurial spirit towards business, service, and innovation.
- Is a team player. Demonstrates organizational citizenship behavior. Builds trust, credibility and respect both for individuals and for the Junior League. Increases the self-respect and moral of staff and members of JLSA. Leads with the intention of collaboration to create a good working atmosphere and membership environment conducive to volunteering and completing tasks and achieving goals.
- Professional disposition towards staff, the Board, JLSA volunteers, donors, and the community.
- Junior League of San Antonio members cannot apply for this position.

Preferred:

- Three – five years in a leadership position in a non-profit organization
- Experience in a multi-year comprehensive campaign.
- Experience and familiarity with best practices in implementing planned giving strategies.
- Familiarity with the Junior League.

KNOWLEDGE AND ABILITIES:

- Knowledge of fundraising techniques, tax laws pertaining to gifts/donations, and grant availability raising techniques. Knowledge of trends and resources of nonprofit fundraising.

- Ability to multitask and work cooperatively with others. Ability to work and communicate effectively with diverse individuals and groups, both internally and externally. Excellent verbal and written communication skills. Effective planning, leadership, teamwork and organizational skills.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree a master's degree preferred or equivalent work experience.
- Must have at least 5 - 7 years of experience in working in a non-profit organization, program management, fundraising and event practices, volunteer management, and/or staff supervision.

REPORTS TO:

JLSA President. Work in alignment with the President, President-Elect and all members of the Board of Directors. During fundraising events will work with Vice-President of Fund Development and the chair of the event(s).

SUPERVISES:

All JLSA employees. All interns when applicable.

HOURS:

Full Time: Monday -Thursday 9:00 am – 5:00 pm, Friday 9:00 am – 12:00 pm
Board of Directors meeting in the evening once a month and weekends on occasion

HOW TO APPLY:

Submit a cover letter, resume, and three professional references by email to: president@jlsa.org, or by mail: The Junior League of San Antonio, Inc., Attn. President, 100 NE Loop 410, Suite 101, San Antonio, TX 78216. Only those persons meeting the minimum requirements and qualifications will be considered. Not all applicants will be interviewed. Please no phone inquiries.

BENEFITS:

Health and dental insurance paid by JLSA

11 Office Holidays

Winter Holidays: December 23 – January 1

10 vacation days a year

12 sick days a year

ADA LANGUAGE:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER:

This position is not subject to a contract. It is an at-will position.

JLSA MISSION:

The Junior League of San Antonio, Inc. (JLSA) is an organization of women committed to promoting voluntarism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

JLSA VISION:

We are a community of women realizing and cultivating our gifts, passion, and purpose. We will advance San Antonio through bold female leadership in positions of responsibility and influence.

JLSA SUMMARY:

The Junior League of San Antonio, Inc. is San Antonio's premier women's volunteer organization, where women work together to build a better community through leadership and community service. Through volunteer work and grants to partner organizations, the Junior League benefits women, children, and families city-wide. JLSA supports agencies and programs that work every day to meet the rising needs in our community, making it the non-profit that supports other non-profits, through the use of trained volunteers, to build a better San Antonio. Founded in 1924, JLSA is governed by an 18-member Board of Directors serving a membership of more than 1,000 women. JLSA is proud to partner with more than 60 agencies annually, touching a wide array of local non-profit organizations. The members of the League contribute more than 10,000 hours of community service each year, providing much-needed volunteer hours to organizations across San Antonio.