



VACANCY ANNOUNCEMENT

POSITION: League Director

STATUS: Exempt, Full-time; some outside work hours required

LOCATION: Raleigh, NC

OVERVIEW:

The Junior League of Raleigh (JLR) is a local chapter of the Association of Junior Leagues International, an organization of women committed to promoting volunteerism, developing the potential of women and improving the community through the effective action and leadership of trained volunteers. With more than 1,600 women dedicated to serving children and their families throughout Wake County, JLR engages women through leadership training, structured volunteer opportunities and is committed to their personal and professional growth. The diverse membership of professional volunteers positively impacts the lives of children and their families through its strategic partnerships with other community agencies year after year.

For more than 85 years, the Junior League of Raleigh has been serving Wake County. From signature fundraisers such as A Shopping SPREE!, the N.C. Governor's Inaugural Ball and Touch-A-Truck, to partnerships with organizations ranging from SAFEchild and InterAct to Helping Horse and The Food Bank, JLR has a rich history of supporting our community. Additionally, the JLR owns and operates a thrift store, Bargain Box, through which we also maintain a voucher program to support community partners.

This position supports this dynamic organization as the League Director, who oversees the JLR's day-to-day operations, supporting the Julia Jones Daniels Center for Community Leadership (CCL), and has oversight for the JLR's thrift store, Bargain Box. As the Director for a membership organization, the League Director reports to the Board of Directors and manages paid staff to support the members and the mission and programs of the JLR.

PRIMARY RESPONSIBILITIES:

In collaboration with the JLR's leadership and large membership base, the League Director manages the complete portfolio of staff and volunteer activities for the JLR. The League Director reports to and works closely with the JLR President. Areas of responsibility include:

- Manages coordination and engagement of a robust membership of more than 1,600 volunteers
- Supports the execution of major fundraising events and provides oversight to all fund development activities
- Builds on existing and establishes new community partnerships to help JLR meet its mission
- Helps implement engaging internal and external communications
- Supports the operations of the CCL and helps support and promote its use by members and

the community

- Supervises a staff of four employees at the CCL and the Bargain Box Manager; and ensures the smooth execution of administrative and internal controls for the JLR

QUALIFICATIONS:

Bachelor's degree from four-year college or university, and 3-5 years' related experience preferably in the non-profit sector, or an equivalent combination of education and experience. Preferred experience includes:

- Fundraising for nonprofit organizations
- Supervisory or managerial experience
- Strong interpersonal and relationship building skills
- Comfort and proficiency in common office technology systems

HOW TO APPLY:

Send resume, cover letter, and references, preferably in one document, to jobs@jlraleigh.org by October 30, 2017. Phone calls and walk-ins will not be accepted. Due to the large number of inquiries we may receive, only candidates who have met the required experience and qualifications for this position will be contacted.

For more information on the Junior League of Raleigh, please visit our website:

<https://www.jlraleigh.org/>