



## **EXECUTIVE DIRECTOR PART-TIME**

### **ABOUT GATEWAY CHILDREN'S CHARITY**

Gateway Children's Charity (GCC) raises funds to make high-impact, tangible investments in early childhood programs that support children living in underserved St. Louis communities. The St. Louis nonprofit was founded in 2009 by a group of business leaders and parents of young children committed to giving more St. Louis children a strong start in life. Its grantmaking supports projects that enhance the efficacy of existing programs and grow those already demonstrating positive impact.

### **POSITION OVERVIEW**

GCC seeks an experienced leader passionate about creating opportunities for underserved young children to serve as its first Executive Director (ED). Reporting to the GCC Board of Directors and working up to 20 hours per week, the ED will set the strategic direction and oversee GCC's daily operations. The ED will pursue GCC's mission, responsible for working closely with the Board of Directors, managing external partnerships, executing GCC's fundraising activities, and maintaining oversight of grantmaking and financial affairs. The ED will be supported in their responsibilities through the Backoffice services of YouthBridge Community Foundation (YouthBridge).

The ideal ED is a highly relational leader with a proven track record of success in the nonprofit sector and fundraising, possesses a passion for early childhood and the St. Louis community, and excels in connecting with diverse communities.

### **PERFORMANCE METRICS**

Metrics will be mutually agreed on between the ED and the GCC Board. Conceptually, the metrics will be focused on pushing Board performance, buy-in, and fundraising activity. Other metrics will include achieving certain overall fundraising goals, while ensuring beneficiary follow-through of our committed capital is meeting board expectations.

### **RESPONSIBILITIES**

The Executive Director's primary responsibilities include:

- **Strategic and Operational Leadership**
  - Identify annual priorities aligned with GCC's mission;
  - Focus on leading GCC to a \$500,000 gross funds raised goal in 2024;



- Establish and measure key performance indicators to gauge outcomes and impact;
  - Set and manage the annual organizational budget;
  - Steward tax preparation with GCC's accountant;
  - Manage the partnership with YouthBridge to execute annual grant cycles and manage financial operations;
  - Schedule and lead quarterly board meetings; facilitate subcommittee meetings and activities;
  - Lead special initiatives or fundraising events identified by the board or its subcommittees.
- **Fundraising and Community Engagement**
    - Plan and execute fundraising events and campaigns;
    - Craft compelling donor communications;
    - Manage all communications channels, including website, social media, email, and print collateral;
    - Serve as the public face of the organization at events, in media opportunities, and other engagement opportunities;
    - Cultivate relationships with corporate and foundation partners;
    - Steward relationships with grantee organizations;
    - Identify opportunities to build public awareness and investment in GCC's work.

## **KEY EXPERIENCE, QUALIFICATIONS, AND SKILLS**

What you've accomplished (required):

- 5-10 years of work experience in early childhood education, nonprofits, or philanthropy;
- Proven track record of success in fundraising and/or event planning;
- Bachelor's degree or higher.

Skills you have developed and knowledge you have acquired:

- Effective project manager who manages competing priorities and implements strategy with high quality and accuracy;
- Deep knowledge of the local early childhood landscape;
- Well-versed in effective nonprofit management.

How you work and what you value:

- Entrepreneurial self-starter;
- Committed to expanding access to high-quality early childhood programs;



- Passion for and belief in the potential of all kids and families;
- Enjoys working on a team and operates in ways that build trust and foster collaboration (integrity, reliability, empathy, etc.).

#### **COMPENSATION AND BENEFITS**

- Position type: This role is an independent contractor hired by and supported through YouthBridge;
- Compensation: Up to \$40,000 annually based on experience and qualifications;
- Flexible schedule: 10-20 hours per week, typically Monday through Friday between 9:00 am and 5:00 pm CT, although some nights and weekends may be required for special events. Seasonal work hours (peaks during certain points of grant making cycle and Fall event);
- Flexible location: Because GCC does not maintain a physical office, the ED will be able to choose their work location but should be based in the St. Louis area. YouthBridge will provide office infrastructure support.

#### **HOW TO APPLY**

Please send a cover letter and resume to Frances Schmitz [fschmitz@youthbridge.org](mailto:fschmitz@youthbridge.org).