



Women Writing
for (a) Change

Executive Director Job Posting

About the Organization

Women Writing for (a) Change envisions a world that nurtures creative expression and silences no one. Our mission is to create a community that embodies equity and encourages people to craft more conscious lives through writing. Our programs offer non-competitive environments for individuals to develop writing skills, cultivate creativity, and strengthen their voices.

Position Summary

Women Writing for (a) Change is seeking a **dynamic, mission-focused Executive Director** to lead our organization into its fourth decade of impact. This is a **hands-on leadership role** that requires a comprehensive approach, directing all facets of the organization's success while working alongside our core team of 2.5 FTEs, dedicated volunteers, and contracted program facilitators.

As the primary **internal leader and external representative**, you will serve as the voice of Women Writing for (a) Change, and you will be responsible for overseeing the organization's strategic execution, daily operations, and financial health, ensuring WWf(a)C continues its vital work of nurturing creative expression and strengthening diverse voices in our community.

Job Responsibilities

Human Resources & Leadership

Establish and maintain personnel policies and procedures, hire and retain the staff and volunteers required to advance the WWf(a)C mission, and embody the organization's mission and values in daily operations.

- Commit to the organization's vision for diversity, equity and inclusion; apply this lens in every facet of the work.
- Build and lead an effective team dedicated to fulfilling the organization's mission through programming, fundraising, and community engagement (including staff, facilitators, and volunteers).
- Oversee regular performance reviews for all staff and facilitators.
- Act as the primary liaison to the Board of Directors, keeping them fully and accurately informed in a timely manner, and working collaboratively to develop and implement the organization's **strategic plan**.
- Serve as non-voting member of the board and ex-officio advisor to its committees.

Asset Management

Effectively steward the organization's assets: financial, intellectual, and physical. Operate WWf(a)C with sound financial practices to ensure continued viability of the organization.

- Create budgets and accompanying business plans for achieving goals and objectives set in collaboration with the board of directors.

- Maintain sound financial practices, including the ability to **read, create, and understand** all core financial documents (e.g., budgets, cash flow statements, and 990 tax returns).
- **Lead and drive** all fundraising and resource development efforts, securing grants, cultivating major donors, and expanding diversified revenue streams to ensure the organization's **long-term fiscal sustainability**.
- Maintain relationships and appropriate licensing agreements with other Women Writing for (a) Change affiliate locations.
- **Ensure technology enablement** across the organization, including the proper use of hardware, software, CRM, and digital tools to enhance efficiency, collaboration, and fundraising.
- Ensure tax and insurance documents are current.
- Oversee facilities management.

Program Delivery

Oversee the design, delivery, marketing, and promotion of quality programs for the communities we serve.

- Provide creative direction for all WWf(a)C programming.
- Provide quality control through implementation of rigorous and regular program and facilitator evaluation using measures that can be effectively communicated to the board, funders, and other constituents.
- Ensure the continuation and growth of the leadership academies for adults and youth.
- Maintain/Grow outreach programming in partnership with nonprofits and schools.

External Affairs

Ensure the organization and its mission, programs, products, and services are consistently presented through strong, steady, and positive messaging consistent with the values of WWf(a)C.

- Serve as the face of the organization by participating in external events to increase visibility and awareness.
- Develop strategic partnerships to increase visibility and expand programmatic reach.
- Develop, cultivate, and maintain relationships with key donors and stakeholders.
- Ensure implementation of marketing and public relations initiatives, including but not limited to external communications such as website, marketing, newsletters, social media.

Qualifications

Required

Women Writing for (a) Change embodies its mission and vision with the use of Conscious Feminine Leadership practices in all its undertakings. The ideal Executive Director will be familiar with these practices and/or actively seek educational opportunities to learn more about using them. Most importantly, this person will employ these practices in daily work. In addition, the ideal candidate will have:

- Minimum of 3-5 years of **progressive senior leadership experience** in a mission-driven organization, demonstrating a track record of effectively managing staff, finances, and programs.
- Proven ability to manage finances, including budget preparation, analysis, decision-making

- and reporting.
- Active fundraising experience, including donor relations skills and understanding of the funding community.
- A natural, **inclusive, and culturally-aligned leader** skilled in mentoring high-performance teams, fostering a culture of accountability, wellness, and collaboration, and embodying the WWf(a)C values in all internal and external engagements.
- An intentional approach to decision-making and delegation.
- Strong technical proficiency (including Microsoft Office; Customer Relationship Management; and other team collaboration software).
- Strong written and oral communication skills.
- Availability to work occasional night and/or weekend hours, specifically for events.

Desired

- Familiarity with arts organizations in the Greater Cincinnati area.
- Familiarity with the organization's program offerings and practices.

Compensation & Benefits

- Full-time salaried position ranging from \$75k-85k commensurate with experience
- Flexible and hybrid working hours
- Benefits: 3 weeks paid vacation and paid holidays, 50% discount on all WWf(a)C classes

Our Vision for Diversity, Equity & Inclusion

At Women Writing for (a) Change, we believe that honoring our differences enriches us. We are committed to embracing diversity, equity, and inclusion in every facet of the organization. Our learning, growing, and understanding continue to evolve.

Equal Opportunity Employer

Women Writing for (a) Change is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

To apply, please submit your resume and cover letter to Hiring Committee at

boardmembers@womenwriting.org

Application deadline is Nov. 30, 2025.