



## JOB DESCRIPTION

Position:	Executive Director, South Carolina
Employment Status:	Full Time, Exempt
Reports To:	Vice President, Community Building
Location:	Remote (home office physically located in SC)

## ABOUT MULTIPLYING GOOD

At Multiplying Good (MG) we believe individuals are transformed through service to others. Applying service as a tool for personal growth, we help people discover their ability to bring about positive change, deliver the skills they need to make that change and, by validating their impact, inspire them to do more. We have proven that this continuum of activation, training, and recognition generates ripples of good.

Our success as an organization is realized through the work that takes place in our branches or field offices, what we call our Leadership Communities. Multiplying Good currently runs 11 of these Leadership Communities nationwide, one of those being South Carolina (statewide footprint). The Executive Director (ED) of each Leadership Community is responsible for oversight of Multiplying Good's efforts to build awareness, raise resources, and deliver impact across their respective footprint. Therefore, primary responsibilities include fundraising, recruitment and engagement of a local Advisory Board, partnership building and stewardship, growing Multiplying Good's brand visibility, and successful implementation of our flagship youth service-learning, leadership, and recognition program Students In Action (SIA). Additionally, in South Carolina, our efforts to build brand awareness, raise financial resources, and deliver Students In Action statewide are contingent upon successful implementation of our ChangeMakers program, a series of networking, volunteer, and fundraising events for young professionals that we celebrate with Jefferson Awards for their commitment to their community and to giving back through service.

## POSITION OVERVIEW

Reporting to the Vice President, Community Building, the Multiplying Good Executive Director is an experienced professional who is passionate and dedicated to the power of service and how it can transform the lives of young people, community leaders, grassroots volunteers, and more. Candidates for this position should have significant experience creating and managing budgets, developing and implementing events and programs, cultivating and stewarding donors, sponsors, and funders, writing and managing grants, and managing frontline staff to engage teens and their caring adults in service-learning.

Core to the success of this role will be an ability to effectively engage community leaders, partners, volunteers, and donors, thereby building the Multiplying Good community through awareness-building, fundraising, and partnership development across the state.

## ROLES & RESPONSIBILITIES

The activities below are core to, but not limited to, the work of Multiplying Good to make an impact across South Carolina:

**Build and Engage a Local Advisory Board**



The strength of the Leadership Community begins with a strong Local Advisory Board. This entity is advisory in nature, rather than fiduciary, and the ED is responsible for working with the VP of Field Operations to cultivate and ensure its continued growth. Local Board members include key community leaders, individuals with strong personal and professional networks who can drive revenue, government officials, universities, other youth-service nonprofits, local media, and the business community.

### **Grow Brand Awareness, Recognition, and Visibility**

- Both local impact and resource development are supported by strong brand recognition and visibility. With support from national Multiplying Good staff, the ED is responsible for:
- Cultivating and deepening media relationships with our official Jefferson Awards partners—WACH FOX in Columbia, WCIV in Charleston, and WPDE in Conway.
- Forging key community partnerships to reach a broad constituent base.
- Establishing a communications plan that is aligned with national messaging but delivers local impact and storytelling.
- Driving a local social media presence.
- Using email marketing tools to regularly communicate with constituents.
- Working with the media (issuing press releases, doing media interviews, etc.) to drive coverage of key local events and stories of Multiplying Good's impact.

### **Build and Fundraise Against Local Budget**

Both local impact and brand recognition are contingent upon a strong and repeatable financial base. With support from national Multiplying Good staff, the ED is responsible for:

- Creating and submitting an annual work plan, development plan, and local budget.
- Working with local Advisory Board and other stakeholders to raise revenue in support of that budget, as well as future growth.

### **Deliver Impact Through Programming**

Both brand recognition and resource development are driven by powerful, compelling, and meaningful local programming. With support from national Multiplying Good staff, the ED is responsible for:

#### *Students In Action*

Students In Action (SIA) is a best-practice, research-informed service-learning and leadership development program for teens that uses project-based volunteerism as the vehicle through which teens gain critical skills necessary for success in high school, college, and beyond. A successful ED in South Carolina will:

- Strengthen delivery of SIA, supervising two SIA Program Managers who liaise with schools, organize Leadership Conference, and plan/execute the SIA year-end culminating event called Public Service Pitch Day.
- Ensure implementation of SIA with fidelity, using data to drive program performance and supporting the creation of tools and resources to enable program implementation.
- Work with national Multiplying Good staff on continuous program improvement.
- Work with and establish partnerships with regional education advocates.
- Identify and leverage local partnerships to assist with program reach and scale.



The desired candidate must have experience managing frontline staff and, ideally, will have prior experience in a frontline role working directly with youth and adults in the school context.

### *ChangeMakers*

ChangeMakers is Multiplying Good's platform for recognizing and celebrating rising young professionals in their 20s, 30s, and 40s. ChangeMakers is a 12+ week program that takes a cohort of nominees through a series of volunteer, fundraising, and networking events that celebrate them for their community leadership while creating a lifelong base of Multiplying Good supporters and mission-advocates. A successful ED in South Carolina will:

- Work with the local Advisory Board to plan and execute the ChangeMakers program in multiple regions of South Carolina annually.
- Supervise and manage a ChangeMakers coordinator (part-time contract position) to ensure that each ChangeMakers cohort is informed, organized, and on track to reach all program requirements.
- Travel to ChangeMakers events as needed throughout the state, building rapport with ChangeMakers cohort members, speaking publicly, and serving as the face of Multiplying Good

The desired candidate will be a skilled event planner, communicator, logistics resource, and partnership builder, able to manage time effectively and reach objectives in a timely fashion.

## **REQUIRED SKILLS & EXPERIENCE**

- A natural collaborator who proactively engages colleagues and stakeholders with good will, transparency, and kindness.
- A minimum of ten years of nonprofit experience, preferably within a youth-service organization.
- A minimum of eight years of experience in resource development.
- Five or more years of staff and team management, ideally with a focus on frontline staff.
- Passion for working with program staff, service and volunteerism, and youth development.
- Bachelor's degree from an accredited institution.
- Expert organizational, project-planning, and time-management skills.
- Event planning and event management experience.
- Exceptional written and oral communication skills, including presentation and facilitation abilities.
- Valid driver's license.
- Computer literate and aptitude to use Microsoft Teams and Office 365 (Word, Excel, PowerPoint, Outlook, Planner, SharePoint OneDrive), ZOHO ONE (CRM, Survey, Backstage, Campaigns, Expense), social media, and other web-based applications.

## **BUSINESS TRAVEL**

This position includes travel throughout South Carolina to work with local Advisory Board members, execute against resource development objectives, manage program staff, and successfully implement both program and fundraising events. It also includes occasional air travel for national staff retreats (location varies) and to the national Jefferson Awards in Washington, DC.



## COMPENSATION

Salary is competitive and commensurate with experience. Employee benefits include medical, dental and vision coverage and a generous PTO policy.

## COMMITMENT TO DIVERSITY, EQUITY, INCLUSION & BELONGING

Applicants are actively encouraged to demonstrate their commitment to and understanding of diversity, equity, and inclusion. Multiplied Good is committed to living its mission by building a culture of service. At Multiplied Good, we get to spend our time surrounded by people who see service as part of who they are. Multiplied Good strives to ensure everyone interacts thoughtfully, with respect, and with kindness. From our staff to our consultants, vendors, partners, and other stakeholders engaged in the work of Multiplied Good, our culture of service is not only core to what we do, it is core to who we are.

## HOW TO APPLY

Respondents should send a resume and cover letter to: [careers@multipliedgood.org](mailto:careers@multipliedgood.org). Please add **Executive Director, South Carolina** to the subject line and note where you heard about the opportunity in the body of the email. Applications will be considered on a rolling basis until the position is filled.

All qualified applicants are encouraged to apply. We are committed to building a diverse team to represent the communities we serve and to pro-actively create a work environment where all voices are heard and valued.

Multiplied Good is a 501(c)3 nonprofit organization.