



Position Title	Executive Director	Reports to:	President, Board of Directors
FSLA	Exempt	FT/PT	Full Time
Date	June 2026	Salary Range	\$125,000 - \$140,000

The Executive Director is the strategic and visionary leader of Chrysalis Foundation. In partnership with the Board of Directors, the Executive Director sets and advances the Foundation's mission, strategic direction, and long-term goals. As the Foundation's chief executive, primary spokesperson, and community ambassador, the Executive Director leads fundraising, governance, organizational leadership, and community engagement while building strong relationships with donors, partners, and stakeholders to expand the Foundation's impact.

Strategic Leadership & Vision

- Lead the Foundation's strategic vision and priorities in partnership with the Board of Directors.
- Translate strategic priorities into organizational action, measurable goals, and meaningful community impact.
- Anticipate emerging trends, challenges, and opportunities in philanthropy and the community to position the Foundation for long-term impact and relevance.

Philanthropic Leadership & Fund Development

- Advance fundraising and revenue strategies that ensure long-term sustainability.
- Build and maintain strong relationships with donors, funders, and philanthropic partners.
- Lead major gift development by identifying, engaging, and securing support from individual donors and philanthropic investors.
- Partner with the Board of Directors to strengthen fundraising efforts and philanthropic engagement.
- Tell the Foundation's story in ways that inspire philanthropic investment and deepen community support.

Community Engagement & External Relations

- Serve as the Foundation's primary spokesperson and ambassador, advancing its mission and impact with donors, partners, and diverse audiences through public speaking, written communications, special events, and personal engagement.
- Lead Chrysalis as a trusted connector and convener, bringing together leaders, organizations, and partners to advance opportunities for women and girls.
- Represent and promote the Foundation at community events, conferences, and strategic partnership meetings, strengthening its visibility, influence, and relationships.
- Serve as a visible advocate and thought leader on issues affecting women and girls, elevating the Foundation's voice in philanthropy, women's leadership, and social change.

Board Engagement & Governance

- Partner with the Board of Directors to support effective governance, strategic planning, and organizational oversight.
- Build strong working relationships with the Board and provide leadership in advancing the Foundation's strategic priorities.
- Support the Board in exercising sound governance and fiduciary oversight to ensure the Foundation's long-term success.

Organizational Leadership & Operations

- Lead and develop a high-performing team while supporting a collaborative, mission-driven culture.
- Recognize and leverage the unique strengths and expertise of team members, creating an environment where individuals contribute at their highest potential.
- Ensure sound financial management, operational excellence, and responsible management of the Foundation's resources.
- Oversee the effective management of the Foundation's financial, operational, and human resources.
- Promote a culture of accountability, collaboration, and shared success across the organization.

CRITICAL SUCCESS FACTORS

- Strategic thinker with the ability to lead with clarity, vision, and values.
- Proven ability to lead fundraising, community engagement, and partnership development.
- Exceptional relationship-building and communication skills, both written and verbal.
- Strong financial acumen and demonstrated experience with budgeting, planning, and organizational management.
- Ability to lead a small, high-performing team while maintaining a collaborative, mission-driven culture.
- Passion for advancing opportunities and outcomes for women and girls.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in a related field required; master's degree preferred.
- Equivalent combinations of education and relevant experience may be considered.
- Seven to ten years of progressive senior leadership experience, preferably within nonprofit, philanthropic, or community-focused organizations.
- Demonstrated success in strategic planning, fundraising, and community engagement.
- Experience building collaborative partnerships with donors, community leaders, and strategic partners.
- Experience working effectively with Boards of Directors and supporting strong governance practices.
- Demonstrated success leading organizational growth, change, or strategic initiatives.

PHYSICAL DEMANDS / WORKING CONDITIONS

The Executive Director will be working in a sitting position for the majority of the work period, with intermittent standing, bending, kneeling, or carrying items such as papers, books, files, and objects weighing up to 30 pounds. Good working conditions with little exposure to extremes in noise and temperature. Little exposure to safety or health hazards. Position may require occasional travel (locally and/or out of state) for meetings, conferences, and other work-related events not to exceed 10% per year.

NOTE: This job description outlines the primary duties and general expectations of the role but is not exhaustive. Additional responsibilities may be assigned, and duties may evolve based on organizational needs. Reasonable accommodation will be provided as required by law.