

Fargo, ND  
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## Executive Director Job Description – Fargo, ND

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**Location:** Fargo, ND

**Category:** Staff

**Employment Status:** Full Time – On site

**Salary:** DOE \$65,000 - \$75,000

**Benefits:** Yes

**Position Start Date:** October 2025

**Reports To:** Board President

### Job Description

The Executive Director (ED) serves as the strategic leader of GiGi's Playhouse Fargo, responsible for ensuring the organization's long-term sustainability, financial health, and community recognition.

### **Key Responsibilities:**

- **Strategic Leadership:** Drive high-level planning and organizational growth, ensuring alignment with GiGi's mission.
- **Community Engagement:** Build strategic partnerships and lead community outreach efforts to enhance the Playhouse's visibility and impact.
- **Fundraising and Development:** Oversee fundraising initiatives, donor cultivation, grant writing, and sponsorship development to secure necessary funding.
- **Operational Oversight:** Collaborate with the Site Manager for effective day-to-day operations and ensure the team is well supported.
- **Board Collaboration:** Work closely with the Board of Directors to identify and align strategic priorities and maintain operational excellence.

### **Qualifications:**

- Minimum of 2 years non-profit experience preferred 5 years.
- Proven leadership experience with strategic planning and community engagement.
- Previous experience in fundraising, donor relations, and financial management.
- Proficient in current technology with knowledge and experience with social media and Microsoft systems.
- Ability to inspire and lead a team, fostering a positive organizational culture.
- Approximately 50% focus on development and outreach: 50% focus on strategic oversight and internal leadership.

### Essential Job Function

#### **Strategic Leadership**

- Collaborate with the Board of Directors to develop and drive the strategic plan, aligning with GiGi's Playhouse's mission, vision, and values.
- Implement strategic initiatives and report achievements to the board.
- Identify and propose community-focused programming that meets participant needs.
- Recruit and evaluate potential Board Members through community engagement, presenting candidates during recruitment.

### **Advocacy & Community Engagement**

- Represent the organization to the public, media, donors, and community organizations, building strong relationships and promoting the mission.
- Develop strategic partnerships to enhance visibility and resource access.
- Build and maintain relationships with corporate sponsors, foundations, and community stakeholders.
- Build partnerships with local and national organizations to enhance influence and impact.
- Advocate for individuals with Down syndrome at community, state, and national levels.

### **Financial Oversight – Fundraising & Development**

- Oversee financial operations, including fundraising and budget alignment with the strategic plan.
- Develop and execute a fundraising plan to meet revenue targets in partnership with the board.
- Lead fundraising efforts, including donor cultivation, grants, and capital campaigns.
- Manage donor portfolios and implement stewardship strategies for donors and volunteers.
- Provide transparent financial reports and collaborate with the board on financial decisions.

### **Team Leadership, Marketing, & Operational Oversight**

- Provide strategic guidance to the Site Manager, empowering them to manage daily operations and program coordination.
- Oversee key initiatives and monitor progress toward organizational goals.
- Promote high-quality experiences for families, volunteers, donors, and community members, ensuring alignment with GiGi's Standard of Execution.
- Ensure operational activities align with GiGi's Playhouse's mission.
- Promote GiGi's Playhouse's mission and values in marketing communications and engagements.
- Evaluate effectiveness of programs meeting community needs and delivering measurable impact.
- Use data-driven insights for program development and resource allocation.
- Lead impact reporting to funders, the board, and key stakeholders.

### **Board & Governance**

- Serve as the primary liaison to the board, reporting on organizational progress and financial performance.
- Collaborate with the board to review policies, governance practices, and strategic objectives.

**Summary:** The ED is a visionary leader dedicated to advancing GiGi's mission through strategic partnerships, community engagement, and robust organizational management.

**GiGi's Playhouse Core Values:** GiGi's challenges all staff and volunteers to embody the following core values:

- Enthusiasm: Bringing positive, high energy to our work.
- Best of All: Always looking to improve in all that we do. Challenge yourself every day.
- Get It Done: Making things happen and blasting through barriers when needed; figure it out.
- Believe: Believe in ourselves, believe in our mission, believe we can achieve all that we set out to achieve.
- Locally Concerned, Enterprise Minded: Bringing our Best of All to our local playhouse while being mindful of how our work affects GiGi's broader network.

***The job duties listed in this job description may not be inclusive of all requirements of this position. Other duties may be assigned by your supervisor.***

***Employee Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_