

JOB DESCRIPTION

Job Title:	Executive Director
Reports To:	Board of Directors
FLSA Status:	Exempt
Date Created:	February 2024

We are BBBS of Island County. We are a youth-serving, grassroots nonprofit that creates and supports one-to-one mentoring relationships that ignite the power and promise of youth. We have created a workplace environment that values belonging, empathy, authenticity, transparency, and community. Our employees are fun-loving professionals who are outstanding in what they do. One thing that makes us stand out is how much we care about our employees' personal and career growth. We believe that when we take care of each other, we will be motivated to work hard to reach our goals. If you are hardworking, smart, and eager to learn, then you are who we are looking for! Join our committed team now, and let's change the world together - one small step at a time.

GENERAL PURPOSE OF THE JOB:

The Executive Director (ED) is responsible for effective staff leadership, management, and administration of Big Brothers Big Sisters of Island County. The ED is a champion for the agency within the community, fostering relationships with community members, donors, funding sources, volunteers, potential Board Members, and other agencies within the region. The ED has the ability and desire to move the agency forward by obtaining expected funding through creation and execution of a prosperous resource development function. They are passionate and energetic, project confidence while selling the services of the agency, and are an engaging public speaker. The ED is a dynamic leader, articulates the big picture, identifies gaps and needs of the team, is solution-oriented, and drives the strategy of the agency. The agency size also demands a hands-on approach with the ED effectively managing a full workload while guiding others through strong leadership. The ED must have strong financial and fundraising competency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Strategy & Planning** – The ED is responsible for partnering with the Board to develop the strategic direction for the agency and ensuring the day-to-day planning necessary to execute the strategy. Effectively leading innovative change, setting strategic objectives, and scaling a high-growth, performance-driven organization are critical responsibilities.
- **Resource Development** – The ED is responsible for ensuring the ongoing viability of the agency by executing a resource development plan that ensures the long-term financial goals of the organization can be met. Strong fund development, financial management, and marketing are important skills to engage external stakeholders.
- **Staff Leadership and Development** – The ED is responsible for developing the team that supports all aspects of Big Brothers Big Sisters. It is important that the ED have an inclusive

leadership style that endorses delegation, collaboration, and performance-related management to engage the team to achieve goals.

- Community Partnerships – The ED is responsible for being visible in the community to develop mutually beneficial partnerships. This includes, but is not limited to school systems, non-profits, businesses and other partnerships with common interest groups that support healthy mentoring relationships.
- Program Oversight – The ED is accountable for guidance and oversight of the Director of Programs and assists them in supporting the strategies outlined by the Board.
- Board Development - The ED is responsible for partnering with the Board to source new Board Members. The ED provides staff support for the board-member recruitment and orientation process, and provides agency materials to all candidates and ensures that new Board Members are assigned a current Board Member as a mentor. The ED works in partnership with the Board officers, committees, and the full Board to manage Board activities, assists Board President in scheduling and provides ongoing support for all Board Members throughout the terms of their volunteer service.
- Volunteer Development – The ED supervises the Director of Programs in mobilizing volunteers for agency programming. ED plays a critical role in mobilizing the volunteers needed to support fundraising and administrative activities. Strong organizational skills and the ability to create a pleasant work environment for volunteers are critical for staffing the activities of Big Brothers Big Sisters.

SUPERVISORY RESPONSIBILITIES:

This position reports to the Board of Directors and has both direct staff and indirect volunteer reports.

EDUCATION AND/OR EXPERIENCE:

The ED position requires a bachelor's degree from an accredited institution in nonprofit leadership/management or a related field, a minimum of two years' management-level supervision experience, experience working with and developing a nonprofit Board, strong and effective oral and written communication skills with clear decision-making authority, strong computer skills, and a strong understanding of business finance and development.

Other qualifications include being a driver of the organization's culture with an eye toward the evolving organization and the inherent changes in culture that accompany growth. A strong presence in the community is preferred. All candidates are subject to a comprehensive background investigation (which includes, but is not limited to, driving record, work history, credit history, conviction/arrest record, and reference checks).

COMPENSATION:

\$65k Plus SIMPLE IRA, and HRA Benefits

APPLICATION PROCESS:

Submit a current résumé or CV, cover letter, and additional document (no longer than three pages) that addresses the following:

1. Big Brothers Big Sisters has a long history and culture of community involvement. Describe your experience with this philosophy of relationship building and your experience in community engagement.
2. Describe three specific accomplishments in your career that you consider would be most significant to a non-profit mentoring agency.
3. Describe your financial and fundraising philosophies.