

Boys & Girls Club of Champion Valley

Job Description

Job Title: Executive Director

Job Description: The Executive Director is responsible for providing leadership and direction for all the Club Directors of the individual B & G Clubs of Champion Valley.

Oversee strategic planning, general operation of the organization, support of organization mission, goals and provide staff training and orientation.

Will oversee, research potential funding, oversee the writing of grants, maintain and report on existing grants: Manages resources, attains and allocates funds.

Reports To: Board of Directors

Qualifications:

- Strong communications skills, both oral and written, is a must
- Bachelor's Degree preferred in Business, Communications, Marketing, etc.
- Experience in management
- Experience in training
- Must be computer literate
- Knowledge and understanding of policies, programs and procedures in the management of a non-profit is a plus
- Demonstrated ability to plan and implement effective operations
- Leadership skills, including negotiation, problem solving, decision making.
- Basic knowledge of asset management including financial resources and property.

Responsibilities:

- Support the organization's mission and principles
- Maintain an environment that facilitates the achievement of youth by implementing programs, services and activities that support positive outcomes
- Oversee the maintenance and growth of club membership through the Club Directors
- Required to cross-train Administrative Assistant
- Required to establish and maintain effective working relationships with the Board of Directors, staff, community groups, and other related agencies
- Collaborate with the Board of Directors to create and implement strategic planning process
- Identify/evaluate opportunities for improvements in Club operations
- Develop, implement and monitor the Club's annual budget
- Implement administrative/operational systems
- Ensure productive and effective staff performance, providing guidance, feedback and opportunities for professional development

- Delegate and monitor ongoing research for potential and existing grants and funding. May be required to write such grants.
- Develop and implement plans for updating existing technology, oversee the website for relevance, maintenance and updating
- A positive representative of the Boys and Girls Clubs of Champion Valley in our communities
- Present a positive image through behavior and actions outside of the Club

Additional Responsibilities: Any other duties as needed.

Benefits: Employee health insurance, sick time, vacation, and retirement plan.

Salary: Pay will be based on experience and education.

Boys & Girls Club Background: Boys & Girls Clubs of Champion Valley is an afterschool enrichment program that helps our local youth stay on the right track to graduate high school and possibly pursue post-secondary education. We have Clubs in Weimar, Schulenburg and Columbus, Texas. Our Clubs have five core program areas that we follow from Boys & Girls Clubs of America: Education & Career Development, Character & Leadership Development, Health & Life Skills, The Arts, and Sports, Fitness & Recreation. In regards to the Executive Director position, we are looking for candidates who will help us stay true to our mission: *“To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens”*. Candidates must also have great communication skills that will shed a positive light for our organization. In addition, our candidates should have experience in management as well as excellent leadership skills.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications required of employees assigned to this job.

Website: www.bgcchampvalley.org

Facebook page: Boys & Girls Clubs of Champion Valley

