

Big Brothers Big Sisters of Cedar Rapids and East Central Iowa



Chief Executive Officer (CEO) job description

Mission Statement: Create and support one-to-one mentoring relationships that ignite the power and promise of youth.

The CEO is a strong leader who works in partnership with the Board of Directors to develop goals and execute strategies that support BBBS CRECI's mission. The CEO directs, supervises, integrates, coordinates and assumes overall responsibility for all areas of BBBS CRECI's operations and has full financial responsibility for the organization. The CEO is responsible for developing the overall strategic direction of the organization, evaluating alternative strategies and constraints, developing and implementing operating plans to achieve BBBS CRECI's long range and annual goals and objectives. The CEO will represent BBBS CRECI in its relationships with major donors and prospective donors. The CEO will be expected to inspire, coach and mentor employees, and volunteers to ensure optimum operating effectiveness.

Essential Duties and Responsibilities (not limited to):

- **Business Planning and Execution** - Develops and drives the business plan of the organization within the guidelines and under the strategic direction of the Big Brothers Big Sisters of America National Office. Drives a collaborative process with the BBBS CRECI's Board of Directors (Board) and staff. Uses performance metrics and quality indicators to guide operational decision-making.
- **Board Development** - Cultivates a strong Board willing to lead and contribute to the strategic and financial success of BBBS CRECI. Works to assure the Board's independent governance oversight and performance accountability of the CEO. Ensures Board is kept fully informed of all important issues and condition of the organization.
- **Talent Management** - Attracts, retains, develops and leverages staff talent. Creates an environment where staff is engaged and performing at high levels. Institutes and utilizes an effective performance management system for all employees that includes annual objective goal setting and evaluation.
- **Diversity, Equity, and Inclusion** - Creates a culture that fully harnesses the benefits of a diverse Board, staff, and group of volunteers by encouraging all stakeholders to contribute and constructively challenge assumptions and perspectives. Ensures programming that elevates the value of diversity, equity, and inclusion.
- **Financial Management** - Develops plans that maximize the financial strength of BBBS CRECI without adversely affecting another criteria of success (e.g., customer satisfaction, quality of service). Ensures accurate and timely communication of financial condition to the Board.
- **Fund Development** - Proactively ensures that BBBS CRECI develops strong, long-term relationships with individual, foundation and corporate donors/partners. Personally builds and maintains key relationships to ensure fund development strategy is achieved.
- **Program Impact** - Ensures that comprehensive marketing strategies are developed to attract, engage and mobilize significant numbers of volunteer mentors. Ensures programmatic excellence and maximum program impact is achieved by establishing operational benchmarks, setting timelines and making child safety a priority.
- **Ambassador and Champion** - Represents BBBS CRECI at external partnership events and with the media. Positively influences partners, the media and public policies to generate volunteers, donors and other resources.

Leadership Competencies:

- **Strategic and Visionary Leadership**
 - Thinks big picture, separating the critical from the routine. Develops vision and strategies that position the organization for growth. Provides focus for organization.
 - Allocates and aligns resources to achieve strategy; forecasts and prepares for contingencies.
- **Trusted Influencer and Relationship Builder**
 - Actively networks with potential strategic partners and individuals and coaches his/her team to form partnerships and collaborations.
 - Models and requires collaboration with others, taking time to build trust and explore mutual interests.
- **Ethics and Values**
 - Acts in an ethical manner reflecting core values of integrity, transparency, accountability, respect and responsibility. Acts above reproach in all that is done on behalf of BBBS CRECI.
 - Provides a work environment that values diversity, equity and inclusion among volunteers and employees regardless of race, color, religion, gender, national origin, sexual orientation, marital status, age, veteran status or disability.
- **Enterprise and Systems Thinking**
 - Demonstrates understanding of the financial, risk management and other drivers that influence agency success; uses this business acumen to influence others, create shared goals and drive initiatives.
 - Thoughtfully reaches decisions and evaluates the impact of decisions on systems, processes and people.
- **Drive for Results and Performance**
 - Establishes systems and processes that hold staff accountable for their actions and results; motivates Board and staff to create a high performance culture.
 - Shows resilience when targets are not met; develops action plans to address shortfalls, incorporates performance feedback from others and makes necessary adjustments.
- **Change Leadership**
 - Champions change initiatives by leading and energizing others around such strategies.
 - Identifies significant obstacles or resistance to change and works to resolve issues by pulling (influencing), rather than pushing others to change.
- **Client Focus**
 - Creates and maintains an organizational culture that defines “customers” broadly including employees and volunteers. Treats all customers with respect and integrity.
 - Aligns systems and processes to ensure responsiveness and to anticipate customer needs.
- **Business Acumen**
 - Works with staff to recommend budgets, oversees revenues and expenditures, monitors and anticipates cash flow requirements to maximize the financial strength of the agency without adversely affecting other criteria of success (e.g., customer satisfaction, quality of service).
 - Maintains internal controls and financial discipline, and works closely with the Board to ensure the financial wellbeing of the organization.
- **Compliance**
 - Takes executive responsibility for agency compliance with all applicable non-profit laws, contractual obligations, and donor restrictions, and maintains appropriate internal policies and procedures to ensure such compliance.

Knowledge and Skills:

- Ability to express oneself clearly and effectively both orally and in written form.
- Knowledge of philosophy of youth development.
- Must be able to speak publicly and build strategic community relationships.
- Must be able to organize work and project needs.

Qualifications:

- Education Level (minimum and preferred educational requirements)-Bachelor's
- Degree in Business Administration, Accounting, Finance, Nonprofit Management or related field. Graduate level degree preferred.
- Minimum seven (7) years of related work experience with proven results in leading an organization and achieving strategic results.
- Experience supervising staff.
- Experience in diversity, equity, and inclusion work.
- Track record of proven fundraising experience.

To Apply:

Please send cover letter, resume, three professional references and salary requirements to: lerusha@mercy care.org