

BIG BROTHERS BIG SISTERS OF CENTRAL IOWA

JOB DESCRIPTION

Job Title: Chief Executive Officer
Reports To: Board of Directors
FLSA Status: Exempt
Date Created: May 2018

GENERAL PURPOSE OF THE JOB:

The CEO is a champion for the agency within the community, fostering relationships with funding sources. They have 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 and one who carries themselves well at public events and speaking engagements selling the services of the agency; a dynamic and engaging public speaker. The CEO is a dynamic leader, articulates the big picture, identifies gaps and needs of the team, solution oriented, and drives the strategy of the agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Strategy & Planning- Responsible for partnering with the board to develop the strategic direction for the agency and ensure the day to day planning necessary to execute against the strategy. Effectively leading innovative change, setting strategic objectives and scaling a high-growth, performance driven organization are critical responsibilities for the CEO.
- Resource Development- Responsible for ensuring the ongoing viability of the agency by executing a resource development program that ensures the long term financial goals of the organization can be met. Strong fund development, marketing, and public relations expertise are important skills to engage external stakeholders.
- Program Management-Accountable for the programs meeting the requirements of the national organization and/or supporting the strategies outlined by the board.
- Staff Leadership and Development- Responsible for developing the team that supports the programs of Big Brothers, Big Sisters. This responsibility includes the resource and program development team members. It is important that the CEO have an inclusive leadership style that endorses delegation, collaboration, and performance-related management to engage their team to achieve goals.
- Volunteer Development- Plays a critical role for mobilizing the volunteers needed to support a nonprofit organization. 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.

- Community Partnerships- Responsible for being visible in the community to develop mutually beneficial partnerships. This includes, but is not limited to, the United Way, school systems, and other partnerships with common interest groups that support healthy mentoring relationships.
- Board Development - The CEO is responsible for partnering with the Board Chair and individual board members to source new board members. The CEO interviews, evaluates board fit, and forwards that evaluative information to the Board President. The CEO provides staff support for the board member recruitment process, ensuring meetings are scheduled, and agency materials are provided to all candidates. The CEO takes the lead on new Board member orientation and ensures that new Board members meet with designated Resource Development staff and Committee for their annual personal development plan meeting. The CEO ensures that Board candidates are vetted using a list of desired qualifications that have been determined by the full Board. The CEO ensures that a criminal history and child abuse check for all potential Board members is completed and passed. The CEO is responsible for managing the activities of the board in partnership with board officers, committees, and the full board, and provides ongoing support for all board members throughout the terms of their volunteer service.

SUPERVISORY RESPONSIBILITIES:

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

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree from an accredited institution in non-profit leadership/management or a related field (graduate degree preferred), experience working with a nonprofit board, strong and effective oral and written communication skills with clear decision-making authority.

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 accompanies growth. A strong presence in the community is preferred.