



## **POSITION DESCRIPTION: CEO BIG BROTHER BIG SISTERS MIAMI VALLEY**

### **MISSION**

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

Serving nearly 525 youth in Greene, Miami, Montgomery and Preble counties.

### **POSITION SUMMARY**

The CEO reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives, along with the overall strategic and operational responsibilities of the Agency. The CEO will develop a deep knowledge of the field, core programs, operations, business plans, marketing, and fundraising initiatives while demonstrating a high level of competency in developing and implementing tactics to meet goals in each of these areas. The CEO will perform fiscal and administrative management duties to actively lead BBBS to exceed strategic goals and increase the number of youth served within its market area.

### **QUALIFICATIONS**

- Bachelor's degree required (Finance, Public Relations, and/or Business Management preferred).

### **EXPERIENCE**

- Experience in nonprofit management or public relations preferred but not required.
- Demonstrated ability in supervision and administration.

### **SKILLS**

- Commitment to the mission and vision of Big Brothers Big Sisters Miami Valley.
- Proven leadership skills and team-building abilities.
- Proven work ethic, integrity, and honesty.
- Exceptional communication skills.
- Must maintain highest level of confidentiality.
- Ability to represent agency in a professional and positive manner.
- Financial management abilities.
- Ability to function in a multi-faceted environment.
- Conflict resolution skills.
- Working knowledge of Microsoft Office programs.

### **OTHER**

- Exempt status, possess a valid driver's license and access to reliable insured transportation.

## **KEY RESPONSIBILITIES**

- Develop appropriate objectives, goals and long-range strategies to advance the mission of Big Brothers Big Sisters of the Miami Valley.
- Provide leadership to all fundraising efforts and initiatives as “Chief Fundraiser” for the organization.
- Provide vision and guidance to the internal operation of the agency including overseeing the development of programmatic and operational business plans and measurable objectives.
- Serve as the de facto “face” of Big Brothers Big Sisters of Miami Valley with respect to agencies, organizations, foundations, corporations, volunteers, and the general public.
- Develop, maintain, and support a strong Board of Directors provide leadership in developing program, organizational and financial plans with the Board of Directors and staff.
- Ensure that the Board of Directors is kept fully informed on the condition and activities of the organization.
- Implement policies adopted by Board of Directors.
- Responsible for developing and maintaining sound financial practices.
- Work with the staff, the committees, and the Board of Directors in preparing budgets.
- Hire, supervise and engage staff to meet organization objectives including, but not limited to:
  - Donor relationships.
  - Fundraising projects.
  - Community partnerships and outreach presentations.
  - Developing programs and policies designed to increase matches.
  - Approve the program director’s program service guidelines, case work manual, intake, matching and match closure procedures.
  - Assuring compliance with BBBSA national standards.
  - Establishing sound working relationships and cooperative arrangements with community groups and organizations.
- Develop the capabilities of staff.
- Partner with staff to conduct orientation/training of new hires, as needed.
- Conduct employee performance evaluations.
- Conduct staff meetings regularly.
- Assign/reassign job duties to maximize efficiency.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
- Maintain agency manual including personnel policies.
- Other duties as assigned by the Board of Directors.

## **HOW TO APPLY:**

To apply: email cover letter and curriculum vitae to:

[ceosearch@bbbsmiamivalley.org](mailto:ceosearch@bbbsmiamivalley.org) with subject line: “CEO”. Position open until filled.

The selected candidate will have the opportunity to work in conjunction with the

current CEO for a short period of time.

**SALARY RANGE:** \$85,000-\$95,000.

**Big Brothers Big Sisters Miami Valley is an Equal Opportunity Employer.**