

POSITION DESCRIPTION

<b>POSITION TITLE: EXECUTIVE DIRECTOR</b>	
Reports To: Board of Directors	Overtime Status: Exempt, Full-Time
<b>POSITION PURPOSE</b>	
Leads the agency to ensure the mission, strategy, values and goals of the organization are successfully achieved.	
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• 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 quality and quantity operational benchmarks, setting timelines and making child safety a priority.</li> <li>• Business Planning and Execution – Develop and drive the business plan of the organization within the context of the nationwide strategic direction; drives a collaborative process with the Board and staff. Uses performance metrics and quality indicators to guide operational decision-making.</li> <li>• Fund Development – Pro-actively ensures that the organization develops strong long-term relationships with large scale individual, foundation and corporate donors/funders. Personally, builds and maintains key relationships to ensure fund development strategy is achieved. Develops/writes proposals and grant applications.</li> <li>• Board Development – Cultivates a strong Board of Directors willing to lead and contribute to the fund development success of the organization. Works to assure independent governance oversight and performance accountability of the board and the Executive Director.</li> <li>• Staff Management – Attracts, retains, develops and leverages staff talent. Creates an environment where staff is engaged and performing at high levels. Institutes and utilize an effective performance management system for all employees that include annual objective setting and evaluation, coaching and mentoring.</li> <li>• Financial Management - Develops plans that maximize the financial strength of the agency without adversely affecting other criteria of success (e.g., customer satisfaction, quality of service). Communicates the key performance levers and manages to these measures.</li> <li>• Ambassador and Spokesperson – Represents Big Brothers Big Sisters at external partnership events and with the media. Positively influences partners, the media and public policies to generate volunteers, donors and other resources.</li> <li>• Other duties as assigned.</li> </ul>	
<b>CORE COMPETENCIES</b>	<b>HIGH PERFORMANCE INDICATORS</b>
<b>LEAD A SUCCESSFUL TEAM</b>	Provides leadership in setting the organization's expected performance levels commensurate with the organization's strategic objectives; coaches, inspires, motivates and guides others toward goal accomplishment; empowers people by sharing power and authority; fosters commitment, team spirit, pride and trust; ensures those they lead work together and are provided required resources and motivational support; establishes systems and processes that hold managers/employees accountable for their actions and results; motivates Board and staff to create a high performance culture.
<b>STRATEGIC AND VISIONARY LEADERSHIP</b>	Thinks big picture, separating the critical from the routine; develops vision and strategies that position the organization for growth; provides focus for organization; gains commitment from others to achieve the vision; allocates and aligns resources to achieve strategy; forecasts and prepares for contingencies.

<b>TRUSTED INFLUENCER AND RELATIONSHIP BUILDER</b>	Invests in internal and external relationships that are sustainable over time and builds strong teams; 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; builds commitment vs. compliance; passes on to managers insights about potentially challenging dynamics in the organization; coaches managers around how to navigate difficult relationships and form effective relationships with others.
<b>ETHICS AND VALUES</b>	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 Big Brothers Big Sisters; models openness, honesty and accountability to staff, colleagues, volunteers, donors and all others involved with Big Brothers Big Sisters; provides a work environment that values diversity and inclusion among volunteers and employees regardless of race, color, religion, gender, national origin, sexual orientation, marital status, age, veteran status or disability.
<b>ENTERPRISE AND SYSTEMS THINKING</b>	Employs a broad perspective to balance priorities in a way that accomplishes the overall goals of the agency; demonstrates understanding of the financial and other drivers that influence agency success; uses this business acumen to influence others, creates shared goals and drive initiatives; reconciles tension between growth and stability; allocates resources in order to build and leverage multiple capabilities to capture funding opportunities; thoughtfully reaches decisions and evaluates the impact of decisions on agency systems, processes and people.
<b>CHANGE LEADERSHIP</b>	Champions change initiatives undertaken by the agency by leading and energizing others around such strategies; aligns all aspects of the organization (structure, process, culture, rewards, employees, volunteers) to achieve change goal; introduces change at a pace that is grounded in the need to achieve strategic objectives; identifies significant obstacles or resistance to change and works to resolve issues by pulling (influencing), rather than pushing others to change; solicits input from employees about changes and addresses them.
<b>CUSTOMER FOCUS</b>	Makes extra efforts to meet customer needs, surface underlying customer concerns and interests and builds customer loyalty; creates and maintains an organizational culture that defines "customers" broadly including employees and volunteers; treats all customers with respect and integrity; utilizes the feedback from customer satisfaction surveys to inform planning and drive improvements; aligns systems and processes to ensure responsiveness and to anticipate customer needs.

## **EDUCATION & RELATED WORK EXPERIENCE**

### **EDUCATION:**

- Bachelor's Degree in an applicable field; Graduate level degree preferred.

### **EXPERIENCE:**

- Minimum of 7 years' experience in effectively leading an organization with proven results.

## **SKILLS & KNOWLEDGE**

- Strategic thinking, planning, and project/process/systems management skills.
- Entrepreneurial approach to the use of scarce resources.
- Knows how to manage simultaneously for short, mid and long term results.
- Strategic and visionary leader.
- Proven interpersonal and team building skills.
- Board development.
- Fund development.
- Excellent verbal/written communications.
- Ability to lead complex, multi-component projects to successful outcomes. Ability to negotiate and influence effectively in high impact situations with stakeholders at all levels.
- Ability to effectively motivate, develop and manage the work of others.

**OTHER**

- Must have a valid driver's license and the ability to travel within the community throughout the workday with full time access to an automobile and automobile insurance in the amount required by the state of Wisconsin.
- Must complete BBBSA online cultural competency training, or a course with the same objectives, within 60 days of hire.
- Must complete BBBSA NEW Executive Director Orientation within first year of employment.

**Job Responsibilities:**

The above statements reflect the general duties, responsibilities and competencies considered necessary to successfully perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the requirements of the position. Big Brothers Big Sisters may change the specific job duties with or without prior notice based on the needs of the organization.

**Equal Employment Opportunity:**

Big Brothers Big Sisters of Northeastern Wisconsin provides equal employment opportunities to all qualified individuals without regard to race, color, religion, national origin, age, sex, marital status, sexual orientation, gender identity, veteran status or non-disqualifying physical or mental handicap or disability.

**Americans with Disabilities Act:**

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

**ACKNOWLEDGEMENTS**

**Supervisor: I have approved this job description and reviewed with my employee.**

Signature:

Date:

**Employee: I have reviewed this job description with my supervisor and acknowledge receipt.**

Signature:

Date: