

Job Description

The responsibility of the Executive Director is to develop strategic partnerships to raise money, awareness and volunteer support to achieve Big Brothers Big Sisters of Mid-Maine's mission of creating and supporting one-to-one mentoring relationships that ignite the power and promise of youth. Responsibilities include developing productive donor relationships with individuals, corporations and organizations that have financial resources, executing successful fundraising events, and engaging the local community to support the work of Big Brothers Big Sisters.

Essential Functions

- Safety - Sets the expectations for all within and interacting with the organization to ensure and provides a safe, responsible environment for all matches supported by the organization, staff and partners.
- Business Planning & Execution – Develops and drives 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.
- Board & Committee 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 CEO.
- Talent Management – Attracts, retains, develops and leverages staff talent. Creates an environment where staff are engaged and performing at high levels. Institutes and utilizes an effective performance management system for all employees that includes annual objective setting and evaluation.
- 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).
- Fund Development – Proactively ensures the organization develops strong long term relationships with large scale individual, foundation and corporate donors/funders. Personally builds and manages key relationships to ensure fund development strategy is achieved.
- Program Impact – Ensures comprehensive marketing strategies are developed that 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 & 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.
- Other duties as assigned

Qualifications

The Executive Director must demonstrate alignment with Big Brothers Big Sisters of Mid-Maine's mission and core values, and possess the internal motivation and passion to achieve its vision that all children achieve success in life.

The ideal candidate for the position demonstrates the following qualities:

- Strategic and Visionary Leadership: Is a big picture thinker and separates the critical from the routine. Develops vision and strategies that position the organization for growth. Provides focus for the organization. Gains commitment from others to achieve the vision. Allocates and aligns resources to achieve strategy; forecasts and prepares for contingencies.
- Trusted Influencer and Relationship Builder: 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.

- **Ethics and Values:** Translates and operationalizes vision in a way that is grounded in agency shared 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. Models openness, honesty and accountability to colleagues, volunteers, donors and all others involved with BBBS. 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.
- **Enterprise and Systems Thinking:** 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 drives 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.
- **Drive for Results and Performance:** Sets and executes high-performance targets through focus and drive toward a measurable standard of excellence. Establishes systems and processes that hold managers/employees 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 adjustments; can be counted on to 'come back strong' rather than lose drive. Focuses on migrating authority and decision making to the lowest possible levels to lead an efficient, action-oriented and learning culture; accepts the associated risks and mistakes in the spirit of continuous learning.
- **Customer Focus:** 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 feedback from customer satisfaction surveys to inform planning and drive improvements. Aligns systems and processes to ensure responsiveness and to anticipate customer needs.

Job Type

Full time, salary, exempt

Schedule

- Self determined. Forty hours per week minimum, as determined by schedule and responsibilities.
- Regular travel to agency satellite locations (offices and sites), events and partnership development meetings required.

Experience/Education

- Bachelor's Degree in business administration or comparable course of study; Graduate level degree preferred.
- Minimum of 7 years of proven results in building an organization and achieving results preferred.

Skills/Knowledge

- Strategic thinking, planning, and project/ process/systems management skills.
- Knows how to manage simultaneously for short, mid and long term results.

- Proven interpersonal and team building skills.
- Board development abilities.
- Proven fund development ability.
- 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 in a dynamic, complex and fast-paced work environment.
- Experience with Google Suite, Word, Excel and PowerPoint & database management.

License/Certification

Valid driver's license required

Work Location

Hybrid remote: Camden, Maine

Salary Range:

\$80,000-\$95,000 annually

Benefits

Paid time off, 11 paid holidays, dental and vision insurance, flexible schedule, travel reimbursement

To Apply:

Email materials to: hire@bbbsmidmaine.org

Cover letter and resume are REQUIRED