

Position Title: Executive Director	Salary Range: \$80,000 - \$90,000 annually	Overtime Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Location: San Luis Obispo, California		
Reports to: Board of Directors	Supervisory Responsibility: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Mission

The mission of Big Brothers Big Sisters of San Luis Obispo County (BBBS SLO) is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.

We partner with parents/guardians, volunteers, and community organizations to achieve the following for each child in our program:

- Higher aspirations, greater confidence, and better relationships
- Avoidance of risky behaviors
- Educational success

Position Summary

The Executive Director is the Chief Executive Officer of BBBS SLO. The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission, values, and financial objectives, along with the overall strategic and operational responsibilities of the agency. The Executive Director will develop a deep knowledge of the field, core programs, operations, business and strategic plans, and 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 Executive Director will perform fiscal and administrative management duties to actively lead BBBS SLO to exceed strategic goals and increase the number of youths served within its market area.

Key Responsibilities

- Serves as the face of BBBS SLO with respect to agencies, organizations, foundations, corporations, volunteers, and the public.
- Initiates and develops internal and external working partnerships.
- Actively networks with potential strategic partners and individuals.
- Develops, maintains, and supports a robust Board of Directors that aligns with the bylaws of the organization.
- Works with the Board of Directors to develop, implement and revise the business and strategic plans for BBBS SLO on an annual basis.
- Works with the Board Chair and Board Committees to prepare the agenda and reporting for monthly board meetings.
- Ensures that the Board of Directors is kept fully informed on the condition and activities of the organization.
- Responsible for developing and maintaining sound financial practices while ensuring BBBS SLO has a more than adequate operational budget throughout the fiscal year.
- Works with the staff, the committees, and the Board of Directors in preparing budgets.
- Provides leadership in developing program, organizational and financial plans with the Board of Directors and staff.

- 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.
- Models ethical behavior by demonstrating the core values of integrity, transparency, accountability, respect and responsibility.
- Institutes a marketing strategy that attracts and hires mentor volunteers.
- Hires, supervises, coaches, and engages staff to meet the organization's objectives while assuring compliance with Big Brothers Big Sisters of America national standards and grant reporting requirements.
- Partners with staff to conduct orientation and training of new hires, as needed.
- Ensures that sound human resources practices are in place.
- Conducts annual employee performance evaluations.
- Conducts annual satisfaction survey for internal and external partners to identify successes and improvements needed.
- Reviews and approves employee's timecards and mileage forms.
- Conducts regular staff meetings.
- Assigns and reassigns job duties to maximize efficiency.
- Maintains official records and documents and ensures compliance with federal, state, and local regulations.
- Maintains agency bylaws and employee manual.
- Implements plans and policies adopted by the Board of Directors.
- Serves as ex-officio of each Board Committee.
- Responsible for other duties as assigned by the Board of Directors.

Qualifications and Experience

- Bachelor's degree in business administration, accounting, finance, non-profit management, or related field required. Graduate level degree preferred.
- Minimum of seven (7) years of related work experience with proven results in leading an organization and achieving strategic results.
- Track record of proven fundraising experience.

Skills and Knowledge

- Commitment to the mission and vision of BBBS SLO.
- Proven leadership skills and team-building abilities.
- Proven work ethic, integrity, and honesty.
- Strategic thinking, business planning, program and process improvements and project management skills.
- Develop, implement, and manage short-term, mid-term and long-term organizational goals.
- Work collaboratively and transparently with the Board of Directors.
- Communicate clearly and succinctly both written and verbally.
- Board development
- Fund development
- Fiscal management
- Donor relations
- Grant management and compliance
- Ability to lead and manage complex, multi-faceted projects to successful outcomes.
- Ability to motivate, develop, and maintain a positive workplace environment where staff are engaged and challenged in a dynamic, complex, and fast-paced work environment.
- Advanced knowledge of MS Outlook, Word, Excel, and PowerPoint.
- Possess a valid driver's license and access to a reliable, insured vehicle.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

- Frequent standing and walking.
- Occasional lifting, carrying, pushing, pulling.

Equal Employment Opportunity

BBBS SLO provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, 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 job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

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

To Apply

Please send your resume and cover letter to afaes@SLObiggs.org.