

Big Brothers Big Sisters of the Greater Virginia Peninsula – CEO Position Description

Date Posted: October 6, 2017

Deadline for Applications: October 27, 2017

Application Instructions: send resumes to BBBSGVP_CEO_Search@Bigs4Kids.org and include a description of how/why you think you meet the major elements of this job description

Position Purpose: The CEO of the Big Brothers Big Sisters of the Greater Virginia Peninsula (BBBSGVP / Bigs4kids.org) has a service area that includes Newport News, Hampton, and Williamsburg/James City County. The CEO will lead BBBSGVP and have a passionate spirit for children, the mission, strategy, value, and goals. The CEO will be responsible for personnel issues and all activities and policies of the agency.

Essential Duties and Responsibilities:

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.

Fund Development – Pro-actively cultivate a relationship with business within our community and other Boards to create lasting relationships.

Program Impact – Ensures that comprehensive marketing strategies, operational benchmarks and timelines are developed

Community Engagement –Research/cultivate activities in our local community and build relationship.

Business Planning and Execution- Develop and drive the business plan of the organization within the context of the nationwide strategic direction.

Financial Management - Develops plans that maximize the financial strength of the agency without adversely affecting other criteria (e.g., customer satisfaction, quality of service).

Talent Management –Attracts, retains, develops and leverages staff talent. Creates an environment where staff is engaged and performing at high levels.

Board Development- Cultivates to a strong Board of Directors and be willing to lead and contribute to the development and success of the organization.

Leadership Competencies:

Strategic and Visionary Leadership

- Thinks big picture. Develops vision and strategies that position the organization for future growth.

Trusted Influencer and Relationship Builder

- Invests in relationships that are sustainable over time.
- Actively networks with potential strategic partners and individuals.
- Actively network with other non-profit organizations

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Ethics and Values

- Acts in an ethical manner reflecting core BBBS values of integrity, transparency, accountability, respect and responsibility.
- Provides a work environment that values diversity and inclusion regardless of race, color, religion, gender, national origin, sexual orientation, marital status, age, veteran status or disability.

Enterprise and Systems Thinking

- Demonstrates understanding of the financial and other drivers that influence agency success; uses this business acumen to influence others, create shared goals and drive initiatives.

Drive for Results and Performance

- Sets high-performance measurable goal.
- Establishes systems and processes that hold managers/employees accountable for their actions and results

Change Leadership

- Champions change initiatives undertaken by the agency by leading, energizing and soliciting input from others around such strategies.
- Aligns all aspects of the organization (structure, process, culture, rewards, and employees, volunteers) to achieve change goals. Identifies obstacles.

Customer Focus

- Makes extra efforts to meet customer needs, surface underlying customer concerns and interests.
- Creates and maintains an organizational culture that defines “customers” broadly including employees and volunteers. Treats all customers with respect and integrity.

EDUCATION & RELATED WORK EXPERIENCE:

Bachelor’s Degree; Graduate level degree considered;

3 to 5 years of experience in building an organization and achieving results; working knowledge of the Greater Virginia Peninsula area.

SKILLS AND KNOWLEDGE:

- Strategic thinking, planning, and project/ process/systems management skills.
- Entrepreneurial approach to the use of scarce resources
- Interpersonal and team building skills.
- Board development; Fund development; Grant writing
- 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
- Public Speaking speech is deliberately structured, with purposes: to inform, to persuade.
- Ability to effectively motivate, develop and manage the work of others in a dynamic, complex and fast-paced work environment.
- Intermediate MS Outlook, Word, Excel and PowerPoint.