



POSITION DESCRIPTION

TITLE: Executive Director

REPORTS TO: Board of Directors

POSITION: Exempt Full Time

PRIMARY FUNCTION:

In accordance with the elements of competence established for Boys & Girls Club executives, the Executive Director is responsible for overseeing strategic planning and operation of the Club, in support of organizational mission and goals. The Executive Director provides leadership, direction and support to the Board of Directors in developing organizational goals, attaining/allocating resources, and establishing policies. The Executive Director provides leadership and direction to staff in carrying out the key roles assigned to them.

KEY ROLES (Essential Job Responsibilities):

Leadership

- Provide leadership and direction to ensure the effective operation and delivery of programs within the club and community:
- Support the organization's mission and principles
- Ensure an environment that facilitates the achievement of youth development outcomes
- Ensure the implementation of youth programs, services and activities that meet the requirements of all grants and support youth development outcomes
- Ensure establishment of and adherence to policies and procedures.

Strategic Planning

- Ensure and oversee a strategic planning process is instituted that results in the development and implementation of a quality strategic plan
- Ensure and oversee the identification and evaluation of opportunities for improvement and implement plans for improvements.

Board Development

- Identify, recruit and develop effective board members
- Ensure active participation by board members and support effective board roles and functioning. Oversee staff liaisons to Board committees to ensure they are provided with the information and support necessary to fulfill their objectives.

Resource Development

- Ensure the annual budget is funded and organization has adequate cash flow.
- Oversee the development of financial development strategic plans and, as necessary, participate in cultivation and solicitation visits with development staff and board members.

Resource Management

- Ensure development, implementation and monitoring of the Club's annual budget in collaboration with financial management staff and Board Finance Committee.
- Ensure all necessary administrative and operational systems are in place to support effective operations.
- Ensure productive and effective staff performance, managing the performance of management level professionals ensuring growth and success.
- Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures and trends, notable achievements and any problems/issues.

Technology

- Ensure development, implementation and monitoring of plans for updating existing technology and resources.
- Ensure the acquisition and allocation of funds for implanting and updating existing technology resources.
- Ensure the maintenance of Club technology and information systems.

Partnership Development

- Develop strategic alliances with community leaders and local officials. Develop collaborative partnerships with other youth serving organizations, members, parents, families, funders and community organizations.

Marketing and Public Relations

- Increase visibility of Club programs, services and activities.
- Develop and maintain good public relations.

RELATIONSHIPS

Internal: Maintain contact with Board of Directors, Club staff, volunteers, and club members and their parents.

External: Maintain contact with potential and current donors, external community groups, school officials, parents and others as required.

ADDITIONAL RESPONSIBILITIES:

- Oversee special programs and/or events including, but not limited to, Boys and Girls Club of America national programs.
- Required to drive Club vehicles.
- Consult with parents concerning member and club issues.
- May handle banking and deposit transactions.
- May be assigned special projects periodically by the Board of Directors.
- Other duties as assigned

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university preferred.
- A minimum of five to seven years experience in managing programs or operations in a non-profit agency or Boys & Girls Club, with at least two years in a leadership capacity; or an equivalent combination of experience.
- Thorough knowledge of: the mission, objectives, policies, programs and procedures of Boys & Girls Clubs; the principles and practices of managing non-profit organizations; and resource development activities and sources of funding.
- Demonstrated ability to organize, direct, plan and coordinate operations.
- Leadership skills, including negotiation, problem solving, decision making, delegation.
- Strong communication skills, both oral and written.
- Ability to establish and maintain effective working relationships with the Board of Directors, staff, community groups, and other related agencies.
- Basic knowledge of asset management including financial resources and property.

PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and stand for extended periods of time. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. The employee is required to drive a vehicle for extended periods of time. Specific vision abilities required by this job include depth perception. The employee is required to sit for periods of time to perform functions on the computer.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and extreme cold. The noise level in the work environment is usually moderate.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

It is the policy of the Boys & Girls Club of Lake Tahoe to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.