

The Board of Directors of the Boys & Girls Clubs of The Mississippi Valley (BGCMV) is seeking a dedicated, career-oriented Executive Director. Last year, the BGCMV served over 700 members, with an annual operating budget of approximately \$1.1 million. The organization includes 4 unique clubs with two stand-alone facilities in Moline, IL, including one that is a Teen Center, and two facilities in Davenport, IA which include one located in a church and a Teen Center in a local community center.

## **About the Role**

The Executive Director is responsible for providing leadership and direction in overseeing the strategic planning and operation of the organization, in support of our organizational mission and goals. This individual provides leadership, direction, and support to the Board of Directors in developing organizational goals, attaining/allocating and managing resources, and establishing policies. The Executive Director provides leadership and direction to staff management, and develops partnerships in carrying out key functions and roles.

## **Key Responsibilities**

### *Leadership*

- Ensure the effective operation and delivery of programs within the Clubs, and throughout the community;
- Support the organization's mission and principles;
- Maintain an environment that facilitates the achievement of youth development outcomes, and uses outcome measures to demonstrate effectiveness;
- Establish and monitor adherence to policies and procedures; and
- Develop and implement programs, services, and activities that support youth development outcomes.

### *Strategic Planning*

- Implement a strategic planning process that results in the development and implementation of a quality strategic plan; and
- Identify and evaluate opportunities for improvement, and implement plans to improve use of Key Performance Indicators and data analytics.

### *Board Development*

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

### *Resource Development*

- Ensure that the annual budget adopted by the Board is funded, and that the organization has adequate cash flow;
- Develop strategic plans to generate revenue through a variety of fundraising techniques;
- Identify, cultivate, and solicit donors;
- Oversee planning and implementation of special events; and
- Provide guidance to staff and volunteers performing resource development functions.

### *Resource Management*

- Implement and monitor the Clubs' annual budget;
- Implement administrative and operational systems to support effective operations;
- Ensure productive and effective staff performance, with a focus on Clubs and child safety; and

- Provide guidance, feedback, and opportunities for the professional development of staff.

#### *Technology*

- Develop and implement plans for updating existing technology and resources;
- Acquire and/or allocate funds to implement and update existing technology and resources; and
- Ensure the maintenance of Clubs technology and information management systems.

#### *Partnership Development*

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

#### *Marketing and Public Relations*

- Increase visibility of Clubs' programs, services, and activities; and maintain public trust.

### **Relationships**

*Internal:* Maintain contact with the Board of Directors, Club staff, volunteers, and Club members.

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

### **Job requirements** for this position:

- Bachelor's degree preferred.
- Demonstrated ability to organize, direct, plan, and coordinate operations in a multi-unit organization.
- A minimum of five years' progressive experience in managing programs or operations in a nonprofit agency, Boys & Girls Club, or business; or an equivalent combination of education and experience in youth services.
- Successful track record of recruitment and retention of a dynamic, diverse staff, and strong commitment to the professional development and mentoring of staff.
- Strong leadership skills, including judgment, negotiation, problem solving, and analytical skills that support and enable sound decision-making.
- An established record of success in non-profit fundraising and donor relations.
- Outstanding verbal and written communication and presentation skills, with demonstrated success as an outgoing spokesperson.
- Excellent relationship building skills, with an ability to communicate and work effectively with a variety of internal and external stakeholders.
- Demonstrated competency and ability in establishing and maintaining effective working relationships with the Board of Directors, staff, community groups, and other related agencies.
- Knowledge and expertise in asset management, including financial resources and property.

*Send resume, a one paragraph summary of your qualifications and references to:*

[info@bgcmv.org](mailto:info@bgcmv.org)

Or

by mail to:

Attn: Search Committee

Administration Office  
Boys and Girls Clubs of the Mississippi Valley  
338 6th Street  
Moline, Illinois 61265

Deadline to receive applications: November 9, 2018

**EQUAL Opportunity Employer**