

JOB TITLE: Executive Director, Big Brothers Big Sisters of South Central Indiana

REPORTS TO: The Board of Directors

HOW TO APPLY: Submit resume and cover letter to board@bigsindiana.org

JOB SUMMARY: The Executive Director leads the Big Brothers Big Sisters agency with a deep passion to ensure that the mission, strategy, values and goals of the organization are achieved. The Executive Director works directly with the Board of Directors and its committees to formulate and implement policies, procedures and programs.

SUPERVISORY RESPONSIBILITIES:

The Executive Director provides leadership, coaching and directs the work of all employees and volunteers.

JOB RESPONSIBILITIES:

- Business Planning & Execution
- Board Development
- Talent Management.
- Financial Management
- Fund Development
- Program Impact
- Ambassador & Spokesperson
- Strategic Thinking & Planning

LEADERSHIP COMPETENCIES:

Strategic and Visionary Leadership

- Develops vision and strategies that position the organization for growth with big-picture thinking.
- Collaborates with others to achieve the vision
- Allocates and aligns resources to achieve strategy; forecasts and prepares for contingencies

Trusted Influencer & Relationship Builder

- Invests in internal and external relationship that are sustainable over time which 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. Builds commitment vs. compliance
- Coaches managers on building effective relationships with others and passes on insights on navigating challenges

Ethics & 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 Big Brothers Big Sisters.
- Models openness, honesty and accountability to colleagues, volunteers, donors and all others involved with Big Brothers Big Sisters.

JOB QUALIFICATIONS:

Education/Experience

- Bachelor's Degree in Business and/or Social Services preferred
- Minimum 7 years of proven outcomes in results-building leadership
- Proven expertise managing multiple staff members

Skills & Knowledge

- Entrepreneurial approach to the use of limited resources
- Ability to manage for short, mid and long-term results
- Proven interpersonal and team-building skills
- Excellent verbal/written communication