



## **CEO Job Description**

### **FSLA Status: Exempt/Fulltime**

The CEO'S primary focus is to lead Big Brothers Big Sisters of East Tennessee's (BBBSETN) day to day management and operation of all programs and services provided by the agency, and for implementing all policy decisions of the governing Board. They will be a gifted fundraiser, partnering with the Board in fundraising to support Big Brothers Big Sisters programs. They oversee the administrative and fiduciary functions of the agency. They represent the agency to the community, and builds strong relationships with key stakeholders, agency staff, and the Board.

*More specifically the CEO will:*

- Help determine and ensure, in partnership with the governing Board, that the mission, vision and values of BBBSETN are carried out and that charitable giving achieves those levels essential to fund a growing regional agency
- Pro-actively ensures that the organization identifies, cultivates and solicits strong long term relationships with large scale individual, foundation and corporate donors/funders. The CEO personally builds and maintains these key relationships to ensure the fund development strategy is achieved.
- Represents and is a passionate, charismatic, articulate, persuasive advocate of BBBSETN. They ensure that comprehensive marketing strategies are developed to attract, engage and mobilize a significant number of volunteer mentors by inspiring trust and confidence in donors, served families, volunteers, community stakeholders, government, associations, agencies and the media.
- Ensures programmatic excellence and maximum program impact is achieved by establishing operational benchmarks, setting timelines and making child safety a priority.
- Recruits, mentors, and nurtures a dedicated staff capable of providing high level services efficiently and professionally. Embodies the understanding, sensitivity, sophistication, and high standards that inspire staff colleagues at all levels, command confidence and trust, and promote longevity of service. Demonstrates the ability to hold all staff accountable for their performance and to make difficult personnel decision when necessary.

- Demonstrates a high level of business acumen. Works with staff to recommend budgets, oversees revenues and expenditures, monitors and anticipates cash flow requirements to maximize the financial strength of the agency without adversely affecting other criteria of success (e.g., customer satisfaction, quality of service). They maintain internal controls and financial discipline, and works closely with the Board to ensure the financial wellbeing of the organization.
- Anticipates changing community needs with vision and imagination, initiates long-range strategic and operational planning, and is responsible and accountable for the funding and implementation of all such plans.
- Works closely with all nonprofits, for-profits, and government agencies with shared interest in those served by BBBSETN, and promotes inter-organizational partnerships wherever collaboration can enhance such services.
- Takes executive responsibility for agency compliance with all applicable non-profit laws, contractual obligations, and donor restrictions, and maintains appropriate internal policies and procedures to ensure such compliance.

### **CEO Job Qualifications**

At a minimum the applicant will have:

- Bachelor's degree, preferably within a business discipline; a graduate degree in Management or Human Services is preferred.
- Minimum of 5 years of executive leadership and management experience, preferably within a non-profit organization.
- Experience overseeing major federal, state, and foundation grants.
- Well-versed in the fundamentals of trauma-informed care and ACEs.
- Passion for the mission of Big Brothers Big Sisters, as evidenced through prior work with youth-serving organizations
- Demonstrated experience in federated non-profit model
- Knowledge of and demonstrated commitment to diversity, equity and inclusion, with a high level of cultural understanding; commitment to social justice and experience building community-based partnerships.
- The ability to analyze financial data/reports to ensure that revenues, expenses and labor are within budgeted objectives.
- Demonstrated experience in hiring, developing and retaining key employees.

- An understanding of how to build networks of friends and community partners, to brand and market the great work of an organization, and to enhance visibility in order to attract funds, volunteers, clients, and broad public support.
- Ability to work closely, in partnership, and in a position of leadership with a governing board, to use mature judgement in balancing board involvement with the maintenance of healthy boundaries between board and staff functions, to earn the confidence of a board in a “no-surprises” relationship.

**Salary and benefits:**

Compensation for this position is negotiable based on experience.

All discussions with prospects for this position will be treated with utmost discretion.

**To Apply**

To apply, please submit a resume, along with a cover letter and salary requirements to:

[ceosearch@tennesseebig.org](mailto:ceosearch@tennesseebig.org)

Applications will be accepted until 11:59 p.m. on Friday, Aug. 27, 2021. Late or incomplete submissions will not be considered.