

President & Chief Executive Officer



**BOYS & GIRLS CLUB
OF SAN MARCOS**

POSITION OVERVIEW:

Location: San Marcos, CA
Reports to: Board of Directors
Direct reports: 3 (Director of Operations, Director of HR & Finance, Vice President of Philanthropy)

WHO WE ARE:

Our mission is to inspire and enable all young people to realize their full potential as productive, responsible, and caring citizens. The Boys & Girls Club of San Marcos is part of a nationwide movement of community-based, autonomous organizations. We are part of Boys & Girls Clubs of America, working to help youth of all backgrounds develop the qualities needed to become responsible citizens and leaders. We opened our doors in 1979 at Woodland Park in San Marcos, serving several hundred youth from the local area. Over 40 years later, the Boys & Girls Club of San Marcos is one of the largest and most well-established Clubs in North County San Diego, with an operating budget of \$2.5 million.

We served over 6,200 youth during the latest fiscal year, the vast majority of which are from low-income families of color in San Marcos and neighboring communities, with an average of 1,000 children participating in our programs each day. Our students, primarily ages 6 to 18, participate in a wide range of after-school activities across our 13 locations. These sites include schools, affordable housing communities, and our main 14,000 ft² campus. The Club is the only site-based program serving youth within the entire city of San Marcos, with deep relationships across the community, including elected officials, government agencies, and businesses. To learn more about the Boys and Girls Club of San Marcos, please visit us: <https://www.boysgirlsclubsm.org/>

POSITION SUMMARY:

Reporting to our 10-member Board of Directors, the President and Chief Executive Officer (CEO) is responsible for shaping our strategic vision and growth. Overseeing all aspects of the Club, they will play a key role in both operations and strategic development. Working closely with our Vice President of Philanthropy on development and stewardship efforts, the President and CEO will forge strong community relationships to enhance the club's visibility, impact, and resources.

The successful candidate will serve as the public face of the organization and an authentic storyteller, who passionately and effectively communicates the critical need for and impact of the Club's work. The CEO will be responsible for expanding the reach and scope of the Club and its programs, including our strategic plan. The role requires an authentic leader who will oversee the senior management team and ensure we provide a healthy and engaging workplace culture for our 80 team members working across all our various sites (20 full-time and 60 part-time staff).

Strategic priorities for the President & CEO include:

1. Enhancing community awareness of the Club's programs and impact, through marketing and branding.
2. Continuing stewardship of existing donors to ensure ongoing financial support.
3. Implementing creative ideas for developing and diversifying funding sources.
4. Consolidating programmatic gains and developing Club programming for youth ages 6-18.

5. Launching a \$1M capital campaign to build out a new site that will serve as the Club's community resource center.
6. Building a strong corporate giving pipeline.
7. Working with the Board of Directors and senior staff members to develop a strategic plan.
8. Expand the Board of Directors to include broader representation of local industry sectors.

KEY RESPONSIBILITIES:

Strategic Planning & Program Development:

- Ensures the effective operation and delivery of Club programs and services that are consistent with the organization's commitment to a comprehensive, holistic approach to youth development.
- Develops and implements innovative ways to grow membership and programming.
- Assures program quality and consistency, building on gains, and exploring opportunities for growth and improvement.
- Leverages technology and data to track measurable outcomes, refine programs, and inform strategies.

Community Engagement & Fundraising

- Serves as the public face of the organization, educating donors and other stakeholders about the impact of and need for Club programs and services. Advocates personally on behalf of the Club and fosters the full engagement of all communities served by the organization.
- Builds authentic relationships with all stakeholders: including Club members and families, staff, board members, prospective and existing donors, volunteers, community leaders, elected officials, and media.
- Builds relationships with key individuals and organizations throughout San Marcos and the greater North County San Diego region, leveraging these relationships to advance our mission.
- Expands the Club's reach beyond the San Marcos community.
- Works closely with the Vice President of Philanthropy on fundraising and stewardship efforts, overseeing the planning and implementation of all fundraising strategies (e.g., capital campaigns, planned giving, major gifts, annual giving, and special events).
- Manages a personal pipeline of strategic donors, making solicitations and stewarding gifts.
- Develops long-term fundraising and budgeting strategies that will strengthen the organization's financial reserves and endowment.
- Stays abreast of current trends in philanthropy and nonprofit management.

Board Relations:

- Collaborates with the Board of Directors in developing a strategic plan and operational goals for the organization.
- Develops an effective and motivated board, including identification, recruitment, training, and involvement of members in meeting the goals of the organization.
- Partners with Board Members to encourage and foster fundraising, stewardship, ambassadorship, and Club growth.
- Guides, supports and serves the Board of Directors in establishing and developing policies, procedures, budgets, and programs.

Leadership & Management:

- An inspirational leader who enjoys and is effective at coaching, mentoring and developing team members at all levels to their highest potential.
- Ensures team members have appropriate KPI's in place for their position and experience level.

- Utilizes a collaborative leadership style, bringing staff and stakeholders into the strategic vision, and promoting a high degree of transparency.
- Collaborates closely with the Director of HR & Finance to oversee all staffing activities including recruiting, training, and evaluation of both paid and volunteer staff.

Operations:

- Monitors and approves the organization's program services to ensure the achievement of its mission and goals. Oversees the procurement and allocation of resources.
- Develops and manage the Club's budget, ensuring fiscal discipline, budgetary control, and financial integrity across the organization.
- Ensures operating policies, programmatic commitments, financial standards, and legal requirements are met.

ATTRIBUTES & WORK STYLE:

- **Passionate:** An effective advocate, driven by the Club's mission, which is to provide a world-class Club experience that assures success is within reach of every young person who comes through our doors.
- **Community-minded:** Skilled at connecting with people across the community; a natural connector who can bring the right people and resources together to effect change.
- **Team Player:** A servant-leader who fosters a respectful, transparent, and collaborative work environment; someone who truly cares about the well-being of each team member and takes an active role in their development.
- **Transparent:** Someone who explains the "why" behind their decisions, keeping the staff, Board and other key stakeholders informed of the CEO's vision and goals.
- **Communicative:** Outstanding oral, written and interpersonal communication skills.
- **Sociable:** Charismatic, warm, and welcoming; a true "people-person" who enjoys attending events, networking, and serving in a high-profile, public leadership role.
- **Planning and Process Management:** Extremely detail-oriented, with excellent organizational, time management, multi-tasking, and planning capabilities.
- **Reflective:** Skilled at receiving and giving feedback and performance critiques.
- **Self-Starter:** Demonstrates a strong personal initiative, effective problem-solving, and sound decision-making skills.
- **Optimistic:** Maintains an upbeat and enthusiastic attitude, even under pressure.
- **Collaborative:** Ability to motivate and collaborate successfully with a dedicated board of local leaders and business professionals.
- **Emotionally Intelligent:** Exhibits a high level of emotional intelligence, demonstrating empathy and reflective listening skills; willing and able to have difficult conversations when required.
- **Executive Presence:** Projects professionalism, confidence and capability at all times.
- **Adaptable:** Equally comfortable working with diverse families, donors, elected officials, and the media.

REQUIRED SKILLS, EXPERIENCE & EDUCATION:

- A passion for moving young people *forward*.
- Bachelor's degree required; Master's degree preferred.
- 5-7+ years of executive-level leadership experience within a nonprofit organization, or senior level corporate experience coupled with extensive volunteer experience at the board level.
- Extensive knowledge of and professional experience in nonprofit management.
- Ability/experience in constructing, articulating and implementing a strategic plan.

- Experience engaging with, leading and developing highly diverse teams.
- Strong financial and business acumen, with experience in developing and managing annual budgets over \$2M; additional experience in real estate/property management helpful.
- A history of working with a board of directors on strategic planning initiatives, resource allocation, and board development.
- Demonstrated ability to establish and maintain effective working relationships with all types of stakeholders.
- Strong leadership skills and experience in managing, mentoring, and developing a diverse staff.
- Ability to work some evenings and weekends as required for events and donor meetings.

COMPENSATION/BENEFITS:

This position is full-time and exempt. Salary is commensurate with requirements of a senior level executive position. Benefits include paid vacation and sick leave, health, dental, vision, disability and life insurance, and 401(k) and/or IRA plan participation.

For more information or to apply, please contact:



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