



About the Opportunity

Big Brothers Big Sisters of Central Texas (BBBS) seeks to hire a new Chief Executive Officer (CEO) to lead the organization through its next phase of growth. The CEO will collaborate with the Board of Directors, the agency's Senior Leadership Team, and with other agency partners and stakeholders to deliver a vision and implementation plan for the organization. They will also ensure that BBBS' fiscal, fundraising and development, marketing and communications, human resources, and operations strategies are effectively implemented. The CEO will act as a trusted thought partner with the Executive Board to support management of BBBS' leadership team and staff and align overall business processes. For more information about BBBS, visit <https://www.bbigmentoring.org/about>

Key Priorities & Responsibilities

Executive Leadership & Strategy

- Collaborate with the Board of Directors, senior staff, and agency partners and stakeholders to refine the organization's vision for growth and develop and implement a strategic plan while ensuring that the budget, staff, and priorities are aligned with BBBS' core mission and values.
- Provide inspirational leadership and direction to all staff and reinforce a culture of empowerment and accountability that empowers staff to perform at its best to bring their content expertise fully to bear and drive them to action.
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals. Build a diverse and inclusive Board representation reflective of the community that is highly engaged and willing to leverage and secure resources.
- Design strategic board and committee meeting presentations, and coordinate content along with senior leadership team.

Community Engagement and Development

- Inspire others through a genuine passion for the mission and bring community groups together under a common goal for youth in Central Texas to reach their full potential.
- Lead development strategies that will ensure consistency throughout the organization and enhance revenue from corporations, major donors, foundations, and government agencies.
- Oversee a successful fund development strategy, working closely with the Vice President of Development and the Vice President of Marketing to steward existing supporters and increase current levels of giving while identifying new and sustainable funding sources.
- Deepen relationships with diverse community stakeholders (nonprofits, for-profit leaders,

corporations, funders, public officials, advocacy groups and individuals new to the Austin area) to advance initiatives, partnerships, and to increase awareness and outcomes.

Operations and Financial Oversight

- Oversee the financial status of the organization including developing long-term and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the agency, program and staff.
- Confidently and consistently oversee the day-to-day operations and organizational administration of BBBS, to minimize obstacles, and advocate for resources that ensure short and long-term success.
- Drive excellence while inspiring senior team and staff to galvanize collective talent and efforts to grow organizational impact and scale.

Qualifications

The ideal candidate leads with honesty and integrity. They are an innovative and visionary leader who inspires others with a deep commitment and passion for the mission of BBBS. They demonstrate proven experience leading an organization and building meaningful community relationships.

BBBS invited feedback from staff, board, and community members to identify the top competencies and attributes they would like to see:

- **Effective communicator**
- **Strategic thinker and leader**
- **Relationship builder**
- **Inclusive and culturally responsive approach**

The staff and board also identified the most important Experiences and Strengths of a new CEO, which include:

- **Leading the development and execution of a vision**
- **Leading an organization through significant growth and transition**
- **Leading fundraising and revenue generation in nonprofit community**
- **Leading and developing partnerships with aligned public, private, and community organizations**

The CEO will ensure that BBBS' fiscal operations, fundraising, marketing, human resources, technology, and programmatic strategies are effectively implemented across all segments of the organizations. Therefore, the ideal candidate will have a strong background in nonprofit leadership, excellent oral and written communication skills, significant success with fundraising and revenue generation, a strong understanding of financial management, and is culturally competent.

All candidates considered must have the following **basic qualifications**:

- ✓ Experience in nonprofit administration, business management, organizational development, or similarly related areas.
- ✓ Extensive leadership experience at the executive or senior management level, ideally overseeing multiple and varied functions of a dynamic organization experiencing rapid growth.

Must Haves:

All candidates meeting basic qualifications must have:

- ✓ Deep experience vision-casting, building and executing strategic plans as well as managing staff and board work plans to meet goals
- ✓ Experience with fundraising, development and relationship building
- ✓ Proven success guiding staff and board through significant transitions and organizational growth.
- ✓ Aligned values and beliefs with the mission of BBBS. A strong dedication and passion for creating and supporting all youth reaching their full potential
- ✓ Accomplished in managing business operations and financials
- ✓ Strong experience building and managing high-performing teams with a positive workforce culture, especially as it relates to addressing and prioritizing diversity, equity and inclusion

Highly Desired:

In addition, BBBS would also prefer:

- ✓ Deep knowledge of the Central Texas and rapidly evolving community and/or experience entering into a new community and quickly connecting and understanding dynamics and building new relationships
- ✓ Experience building and scaling operations in a fast-paced and mission-driven environment and proven capacity to set priorities
- ✓ Experience working within a nonprofit affiliate structure with a National chapter
- ✓ Experience working with a Board of Directors
- ✓ Experience working in collaborative, shared leadership team structure

Compensation

BBBS honors transparency and will provide employment benefit information to candidates who are invited to the second interview stage of the hiring process so that all candidates can make an informed decision. Benefits do include employer-covered health care, retirement plan, life insurance, paid time off, plus additional benefits.

BBBS offers a salary that is competitive with industry standards. Salary will be commensurate with experience, and our proposed salary range is \$140,000 to \$165,000.

EOE and Non-Discrimination Statements

Equal Employment Opportunity

Big Brothers Big Sisters of Central Texas is an equal opportunity employer. Employees are hired as "at will" according to the laws of the State of Texas. The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

Employees of Big Brothers Big Sisters of Central Texas may have contact with children and are therefore subject to criminal background checks.

Non-discrimination

Big Brothers Big Sisters of Central Texas does not engage in or tolerate unlawful discrimination on the basis of race, color, religion, national origin, sex, age, pregnancy or any other federal, state or local protected class, which may include gender identity or expression, marital status or sexual orientation.

As an agency we cultivate and promote a culture that values intentionality, diversity and inclusion.

To Apply

Please submit a letter of interest, resume, and three to five references, to rachel@beconaustin.com at Beacon Nonprofit Consulting.

Candidates will be contacted immediately after application and the **deadline to apply is June 30, 2023.** Beacon is open to questions and emails from all interested candidates.