Big Brothers Big Sisters would like to announce a new job opening for the position of Executive Director in our Development department located in Wichita Falls, TX.

The candidate will be responsible for:
The Wichita County Executive Director, will have primary responsibility for managing, securing and ensuring the financial sustainability for the Wichita County Region. This person will be the face of BBBS of Wichita County and direct significant effort at identifying new individual major gift prospects and coordinate moves management for regional individual major gift prospects. This individual will be responsible for managing the regional Marketing, Program(s), Community Engagement, Grants, Events and Agency Development functions, retaining and developing key talent, meeting department(s) objectives.

Qualifications:
- A good working knowledge of the philanthropic community in Wichita County and North Texas.
- Excellent writing and oral communication skills, and especially good listening skills.
- Bachelor's degree in a related field.
- Minimum of 5 years' experience in nonprofit fundraising with proven track record of securing six and potentially seven figure gifts or experience demonstrating relevant competencies
- Raiser's Edge experience preferred.
- Minimum of 5 years demonstrated success in a leadership position.

If interested in the position, please submit a resume to cwalker@bbbstx.org.

Big Brothers Big Sisters Lone Star

Position Description

Job Title:	**Executive Director- Wichita County**
Department:	Development
Reports To:	Greater Tarrant County Market President
Status:	Salaried
Initial/Revision Date:	August 2018

Position Summary

The Wichita County Executive Director, will have primary responsibility for managing, securing and ensuring the financial sustainability for the Wichita County Region. This person will be the face of BBBS of Wichita County and direct significant effort at identifying new individual major gift prospects and coordinate moves management for regional individual major gift prospects. This individual will be responsible for managing the regional Marketing, Program(s), Community Engagement, Grants, Events and Agency Development functions, retaining and developing key talent, meeting department(s) objectives.

Essential Functions, Responsibilities, and Activities

- Lead the Wichita County market of Big Brothers Big Sisters Lone Star and be the primary, visible leader in the community for our agency.
- Demonstrate and solicit support for Big Brothers Big Sisters' mission and vision, both externally and internally.
- Lead and be held accountable to execute the growth goals and objectives of the agency in Wichita County according to the 2*22 strategic plan for BBBS Lone Star.
- Work within a balanced P&L to manage expenses for the Wichita market and ensure annual cash revenue meets or exceeds budget goals set annually with Greater Tarrant County Market President, CFO and Wichita County Board.
- Identify and execute strategic growth initiatives in the region that includes solicitation and securing gifts from new individual major gift prospects, grant income, and special event revenue.
- Writing and/or overseeing drafting of grant proposals, reports and other correspondence with corporate partners and donors
- Plan and coordinate a well-rounded media strategy for all activities in the Wichita County market.
- Provide leadership and direction while empowering team to ensure goals are achieved or exceeded. Effectively manage team members focusing on staff development and retention.
- Work with Program Leadership Team to achieve mentor growth goals while ensuring regional Program safety and quality measures are met.
- Collaboratively evaluate reports that identify and measure key outcomes; develop corrective strategies as needed to meet growth, safety, and income and/or expense goals.
- Build and manage relationships with key volunteers, donors, community leaders, and Board members; identify key individuals to add to the current Board(s) and committees.

Education, Experience, and Other Requirements

- A good working knowledge of the philanthropic community in Wichita County and North Texas.
- Excellent writing and oral communication skills, and especially good listening skills.
- Bachelor's degree in a related field.
- Minimum of 5 years' experience in nonprofit fundraising with proven track record of securing six and potentially seven figure gifts or experience demonstrating relevant competencies
- Raiser's Edge experience preferred.
- Minimum of 5 years demonstrated success in a leadership position.

Position Competencies

Customer Focus (internal and external stakeholders)

- Displays courtesy and sensitivity
- Manages difficult or emotional customer situations
- Responds promptly to customer needs
- Solicits and acts on customer feedback to improve service experience

Business Ethics and Values

- Keeps commitments
- Inspires the trust of others
- Upholds organizational values
- Respects the nature of and safeguards confidential data
- Honors Code(s) of Ethics as dictated by professional designation (as applicable)

Quality

- Demonstrates accuracy and thoroughness
- Displays commitment to excellence
- Looks for ways to improve and promote quality; researches and implements best practices

Communication (oral and written)

- Adapts content and delivery style to the situation and audience
- Exhibits active listening and comprehension
- Keeps others adequately informed
- Solicits customer input to improve or enhance overall experience

Self-Management

- Regulates impact of own emotions upon others
- Remains focused and energized under stress
- Accepts coaching and recovers quickly from setbacks
- Projects realistic self-confidence in abilities
- Engages in continuous personal learning

Planning & Organization

- Prioritizes and plans work activities based on goals and objectives
- Uses time efficiently, works in an organized manner
- Plans for additional resources
- Integrates changes smoothly
- Exhibits critical thinking skills

Achievement Focus

- Sets and achieves challenging goals
- Demonstrates persistence and overcomes obstacles
- Recognizes and acts on opportunities
- Takes calculated risks to accomplish goals

Adaptability

- Adapts to business changes in the work environment
- Changes approach or method to best fit the situation
- Builds rapport with various stakeholders
- Exhibits resiliency in handling setbacks, resistance, risk and uncertainty

Analytical Skills

- Identifies issues in a timely manner
- Gathers and analyzes information skillfully; develops alternative solutions
- Presents objective, unbiased input

Strategic and Visionary Leadership

- Translates and operationalizes vision in a way that staff understand
- Allocates and aligns resources to achieve strategy
- Inspires and models respect, integrity, trust, and teamwork
- Manages and adapts to time sensitive and competing demands
- Demonstrates enterprise thinking and solutions oriented problem solving

Performance Coaching and Relationship Management (Staff and Volunteers)

- Sets well-defined goals and objectives; drives accountability and execution for increased results
- Provides timely feedback, coaches and motivates others to perform at their best
- Recognizes contributions and accomplishments
- Defines corrective performance measures and disciplines accordingly
- Encourages continuous development and learning

Decisiveness and Judgment

- Displays willingness to make decisions in a timely manner
- Exercises sound business judgment
- Anticipates trends and downstream consequences

Essential Physical Functions

Primarily a sedentary position and may require walking and standing on a level surface for periodic intervals throughout the day.
Light lifting, not to exceed 20 pounds, may occur from time to time.
Manual dexterity used in assembly of materials.

Equipment Used

Single phone handset/cell phone
Personal computer/laptop
Photocopier/scanner

Disclaimer: Although the Agency has attempted to accurately and thoroughly describe this position, the Agency reserves the right to change the same, including changing, adding to or subtracting from the duties outlined, within the sole discretion of the Agency, at any time, with or without advance notice. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities. BBBS Lone Star adheres to a smoke-free work environment.

_____ _____

Employee Signature Date

(Signature indicates that document was reviewed with the employee.)