



## Executive Director

In this position, you will be responsible for the following:

- Lead and develop a staff of full-time and part-time employees.
- Create one, three, five and longer-term strategies for the agency.
- Support and grow the mission by creating more mentor to child matches.
- Ensure ongoing programmatic excellence with consistent evaluation of success.
- Maintain established budgets and communicate regularly with the Board of Directors.
- Create relationships throughout the Lincoln community by becoming involved in community organizations and leading staff to do the same.
- Develop, maintain, and support a strong Board of Directors.
- Build a stronger brand both internally and externally via involvement and web presence.

In this position, you will be responsible for reaching the following goals:

- **Fund Development**
  - The Executive Director (ED) is responsible for increasing revenues year over year by an amount agreed upon by the Executive Director and the Board of Directors.
    - For 2020, an official budget increase goal will be established no later than June 30, 2020.
  - The ED is responsible to work with the Board of Directors to develop a balanced budget and manage it through Revenue Growth and Expense Control.
- **Lead and Develop Staff**
  - The ED is responsible for the management of all staff. Other management can be in place, but a well-cultured and motivated team is a must.
- **Match Generation and Management**
  - Increase matches in line with revenue growth.
    - For 2020, an official match increase goal will be established no later than June 30, 2020.
- **Community Involvement**
  - The Executive Director is expected to attend at least five community events per month and engage each staff member in at least two community organizations.
- **Brand Development**
  - Develop the internal and external brand by creating a digital and physical presence.
  - Implement the 2018 BBBSA rebrand within a budget approved by the board. Internal personnel are likely to be able to assist with this effort.
  - The ongoing goal of the rebrand is to enhance visibility, promote freshness and revitalize the brand as a whole.
- **Reporting to Board**
  - ED is responsible for providing the Board with the following Reports on a monthly basis or as requested:
    - Monthly Scorecard detailing the number of current matches, number of matches opened and closed, number of children and mentors (potential Bigs) on the waiting list
    - Detailed sales and call reports – Activity of Executive Director and Fund Development Staff
    - Staff reports of number of current matches contacted, number of interviews performed and number of potential new Bigs interviewed



**Qualifications:**

- Bachelor's degree required, Master's degree preferred.
- Experience in Human Service administration and experience with Big Brother Big Sisters and/or related agency.
- Adherence to professional code of ethics and standards of practice.
- Must have management and interpersonal skills.
- Must be able to manage multiple tasks and projects to meet critical deadlines.
- Must be capable of making public presentations and meeting with community leaders.

**Other Responsibilities (Program Specific):**

- In conjunction with the Program Committee and in compliance with BBBSA Standards of Practice, responsible for the updating of the Program Policy and Procedures Manual to ensure compliance with Agency and BBBSA standards of practice.
- Oversees Enrollment and Match Coordinator.
- Insures proper training and integration of new matches.
- Provides timely evaluation of all staff, on an annual basis.
- Manages staff by delegating and empowering them to perform their day-to-day responsibilities to facilitate quality services to volunteers and clients.
- Serves as a liaison between staff the Board of Directors.
- Provides necessary reports, projections and analysis in the program area pertaining to grants and other collateral duties required by grantors.
- Responsible for Program Evaluation, including Service Delivery metrics reported to BBBS and the Board of Directors on a monthly basis.
- Leads the development, implementation and evaluation of supplemental programming for volunteers, clients, and parents including but not limited to volunteer orientation and volunteer training.
- Provides leadership within fundraising activities, attends group activities and speaks to civic groups.
- Performs other duties as needed.

**Physical Demands and Environmental Conditions – including but not limited to the following:**

- Works in well-lighted, air-conditioned office environment
- Position may involve travel through the city and southeastern Nebraska
- Limited reaching, bending, lifting, or stooping.

Job Type: Full-time

**TO APPLY: Please submit your resume and a cover letter to Kyle Cartwright at [kyle@nebraskaculture.org](mailto:kyle@nebraskaculture.org)**