



Job Posting

Position:	Chief Executive Officer (CEO)
Reports to:	Board of Directors
Status:	Full Time, Overtime Exempt
Salary Range:	\$63,000 - \$88,000

Job Overview

BBBS of Butler County is seeking an experienced, highly motivated and passionate **Chief Executive Officer (CEO)** to lead the Agency and drive its mission to create and support one-to-one mentoring relationships that ignite the power and promise of youth in Butler County. This is an opportunity for a proactive and forward-thinking leader with excellent relationship building, fundraising, and strategic planning skills.

Reporting to the Board of Directors, the CEO will be responsible for the general oversight of the BBBS Agency. The ideal candidate will possess a strong and successful history of 501(c)3 non-profit leadership or administration, collaborating with the Board to establish a strong partnership in the development of its strategic plan, promoting fundraising, community involvement, as well as administrative functions and financial management. The candidate should also have the ability to assess and maintain policies and procedures and have exceptional interpersonal skills.

This position is located in Hamilton, Ohio.

Position Responsibilities

Managerial:

- Development and administration of all program activities of the agency in accordance with its stated purpose and within the general policies as formulated by the Board of Directors.
- Assumes responsibility for personnel management, including hiring and terminating staff, delegation of responsibilities, administration of sound personnel practices and providing opportunities for staff participation in the formulation of agency program policies and procedures including personnel practices.
- Preparation of the agency budget and presentation and interpretation of budgetary requirements. Responsibilities to administer the agency program within its budgetary provisions including the maintenance of an adequate system for proper accounting of funds.

- To serve as the official spokesperson of the agency to community organizations for the purpose of increasing community awareness and soliciting their support.

Professional:

- To provide information and direction by serving as an ex officio member of the Board of Directors and committees in helping the Board to be alert to changing agency and community needs.
- To keep the Board up to date on current practices and procedures within Big Brothers Big Sisters of America and in the field of human services with regard to agency and Board development.
- To keep the Board aware of the agency's financial needs and to work jointly with the Board in pursuing sources of funding.
- To coordinate with the Board to ensure that the agency's stated mission and purpose are accomplished.
- Performance of duties as requested from time to time by the Board and its committees including periodic reports, etc.
- To stay current with developments within Big Brothers Big Sisters of America, and in the field of human services and management by attending:
 - Bi-monthly State Association Meeting
 - Regional and national BBBSA conferences
 - Advantageous community functions
 - Other interagency functions

Relationships and Contacts

Staff:

- The ability to utilize acceptable personnel management and to delegate responsibility.
- The ability to facilitate communications both on a one to one and group basis.
- The ability to establish positive Staff and professional relationships.

Community:

- The ability to conduct oneself in a professional manner in keeping with the image of the agency.
- The ability to enlist the full participation of all individuals and groups including the Board of Directors, volunteers, Big Brothers and Big Sisters, and community organizations.
- The ability to effectively communicate with Big Brothers Big Sisters of America in areas of agency development and specific problems.

Specifications

Education:

- Graduation from a recognized college or university with at least a Bachelor's Degree preferably in the field of Human Services or Administration.

Experience:

- Preferably some administrative practice.
- Familiarity with financial reports.
- Familiarity with managerial and financial responsibilities, especially in non-profit organizations, and familiarity with people management.

Licensure

- Possession of the title of Licensed Social Worker as designated by the state of Ohio.

Other Skills

- The ability to express ideas and recommendations clearly and concisely both orally and in writing.
- The ability to be sympathetic, considerate, and reliable with personnel and outside contacts.
- The ability to perform duties within limited time constraints, ability to work under stress at times, ability to deal with people in a variety of situations, and the ability to remain calm under duress.
- The ability to conduct oneself in a professional and diplomatic manner at all times and in all situations.
- The ability to maintain confidentiality of the files of volunteers and clients.
- Knowledge of non profit organizational operations and fund raising activities.

Compensation

A successful candidate will be compensated based upon education, experience, and skillset. The annual salary range for the CEO position is \$63,000 - \$88,000. Benefits include: flexible work schedule, health insurance, life insurance, paid time off, parental leave, and professional development assistance.

Interested candidates should send a letter of interest and resume via email to Andrew Tyree, Corporate Governance & Nominating Committee Chair at andrew.tyree@bbbsbutler.org.

Big Brothers Big Sisters of Butler County provides equal employment opportunities to all employees and applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.