

# CEO JOB DESCRIPTION-CURRENTLY ACCEPTING APPLICATIONS

## **Company Information**

Bordertown's Boys & Girls Club serves three Native American Communities in Maine. Dynamic leadership has developed exceptional programs, caring staff, and a safe atmosphere. Bordertown's has given youth a place to go when they need support, care, and, most importantly, fun.

## **Mission:**

To enable and inspire all young people, especially those who need us most, to reach their full potential as caring, productive, responsible citizens.

## **Position Summary**

The Chief Executive Officer will oversee Bordertown's program services, organizational, programmatic, and safety initiatives, community and youth outreach, and will directly oversee the operations. This individual will manage organizational compliance, including national safety standards. The person in this position will be integral to Bordertown's executive leadership team and help drive Bordertown's strategic goals and objectives. This individual must be able to work collaboratively with multiple individuals while ensuring the highest level of safety and quality is being delivered to youth and families.

## **POSITION RESPONSIBILITIES:**

### ***Executive Leadership and Organizational Management***

- Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Present strategic options and plans for organization impact and gain Board approval as needed to carry out the work of the mission of the organization
- Oversee the day-to-day operations of the organization and ensure its overall successful long-term operations
- Organize, motivate, and mentor internal team leaders to strategically grow the organization's impact, programs, and fundraising and to fulfill its important mission effectively
- Apply innovative thinking and performance measurements to analyze and support strategic decision-making
- Continually foster a culture that encourages collaboration and recognizes positive contributions
- Contribute to the strategic plan and drive its implementation
- Manage and motivate staff, overseeing processes such as hiring, separation, ongoing staff development, performance management, and compensation and benefits
- Inspire a business-oriented, professional, results-driven environment across the organization
- Perform general management duties overseeing the day-to-day operations of the organization
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors, staff, and other leaders

## **Board Governance**

- Maintain regular and ongoing communication to build strong relationships with the entire Board, providing leadership and support to members at all times
- Communicate effectively with the Board by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner
- Attend all Board meetings and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress
- Gracefully manage the board as needed to build consensus, remind of outstanding deliverables, and offer support
- Implement Board policies and procedures and build support for Board decisions among staff
- Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues, as well as successes

## **Development and Fundraising**

- Drive development and fundraising in collaboration with the Development Director, leveraging the Board as needed
- Initiate, cultivate, and extend relationships with the organization's portfolio of individual, foundation, and corporate supporters
- Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves

## **Financial Management and Administration**

- Provide strategic leadership and hands-on management for all of the administrative and operational functions of the organization following the mission, objectives, and policies
- Prudently direct resources and manage all financials within budget guidelines and according to current laws and regulations
- Assume responsibility for the fiscal integrity of the organization
- Monitor board-approved budget and manage daily financial operations to ensure maximum utilization of resources and optimum financial positioning for the organization
- Ensure maximum resource utilization, budget management, and maintenance of the organization in a favorable financial position
- Build and administer the annual budget, with Board approval

## **Program Delivery & Compliance**

- Ensure that safety standards and compliance are universally implemented at each location.
- Ensure that program quality and standards are consistently implemented at each location.
- Bring new, diverse training programs to Club teams and operational staff, both local and from Boys & Girls Clubs of America.
- For all organizational-wide grants, ensure requirements are communicated to the appropriate Club staff, that grant expectations are met, and that evaluations are completed in a timely manner.
- Oversee program evaluation systems that showcase program impact.

- Oversee the member management system and ensure adequate processes and training for quality data collection.
- Establish outreach programs and events that teach youth and families about Boys & Girls Clubs.
- Ensure that programs are developmentally safe and culturally inclusive for all Club members.

### **External Relations and Communications**

- Represent the organization and serve as chief spokesperson publicly at events, conferences, and partnership meetings
- Present and promote the organization and its mission, programs, partners, and members in a consistently positive manner
- Ensure high visibility to prospects and the public and build interest in engaged philanthropy
- Manage all aspects of the organization's marketing and public relations

### **Here's what you'll be doing:**

- Establish and monitor adherence to policies and procedures
- Provide servant leadership and passion for leading and collaborating with your people and community partners to operate a welcoming and inclusive community.
- Bring your strategic, visionary experience and relationship-building skills to lead the organization to achieve its long-term and short-term strategies and goals through other people.
- Utilize your broad and deep network of relationships and connections to build meaningful relationships.
- Create an outstanding reputation and reach for You: Flourish and obtain funding for the organization.

- Lead the development of the Bordertown's short- and long-term strategy.
- Manage revenue, expenses, and external financing to maintain the consistent growth of the business.
- Create, implement, and model Bordertown's vision and mission.
- Be the face of the organization at fundraising and public events
- Ensure the effective operation and delivery of programs within the Club and community:
  - Support the organization's mission and principles
  - Maintain an environment that facilitates the implementation of programs, services, and activities that support youth development outcomes

### **Strategic Planning**

- Work with the Board of Directors to develop, implement, and maintain a realistic strategic plan.
- Develop and implement an action plan with staff that supports the organization's strategic plan and local Club goals.
- Identify and evaluate opportunities for improvement and implement plans for improvements.

### **Board Development**

- Identify, recruit, and develop effective board members.
- Encourage participation by board members and support influential board roles and functions.
- Ensure Board committees have the information and support necessary to fulfill their objectives.

## **Resource Development**

- Ensure the annual budget is funded and the organization has adequate cash flow.
- In collaboration with the Board of Directors, develop strategic plans to generate revenues through diverse funding streams.
- Identify, cultivate, and solicit donors, grantors, and corporate sponsors.
- Oversee planning and implementation of fundraising and special events.
- Guide staff and volunteers performing resource development functions.

## **Resource Management**

- Develop, implement, and monitor the Club's annual budget.
- Implement administrative and operational systems to support effective operations.
- Ensure productive, effective staff performance, providing guidance, feedback, and opportunities for professional development.

## **Technology**

- Develop and implement plans for maintaining and updating existing technology resources.

## **As the CEO, your background must include:**

- Ability to manage projects/people and drive them to create positive outcomes.
- Develop cultivation, stewardship, and solicitation strategies
- Ability to provide background research and materials that will provide support for the development of individual and foundation donations
- Technical proficiency with customer relationship management, project management, and database software.
- Designing grant programs.
- Determining funding needs.
- Research funding opportunities.
- Reporting to the board of directors.
- Coordinating and engaging with grant writers.
- Identifying support agencies.
- Optimizing the grant administration process.
- Managing timelines and deliverables.
- Preparing and monitoring budgets.
- Tracking grant applications.
- Working knowledge of asset management, including financial resources and property.
- Methodical and strategic thinking.
- Develop strategic alliances with community leaders, businesses, and local officials.
- Develop Collaborative partnerships with other youth-serving organizations, members, parents, families, funders, and community organizations.
- Marketing and Public Relations
- Increase visibility of Club programs, services, and activities and maintain good public relations.



### **Additional Responsibilities:**

Other duties as assigned.

### **Relationships:**

- Internal: Maintain contact with the Board of Directors, Club staff, volunteers, and club members.
- External: Maintain contact with potential and current donors, external community groups, parents, school officials, and others as required.

### **Skills /Knowledge & Abilities:**

- Bachelor's degree from an accredited college or university preferred.
- A minimum of five years experience in nonprofit management or related field
- Knowledge of the mission, objectives, policies, programs and procedures, principles, and practices of managing non-profit organizations.

### **Disclaimer:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

## **Qualifications:**

- Bachelor's Degree in Nonprofit Management, Marketing, Business Administration
- 5+ years of experience with work related to grant management.
- 5 or more years of management or supervisory experience
- 5+ years of experience in relevant leadership, preferably in non-profit organizations
- Significant achievement leading programs that have delivered tangible results.
- Experience working and contracting with governmental agencies.

## **HOW TO APPLY:**

For immediate consideration, please email your resume, cover letter, and salary requirements in a WORD.docx format to [mcarlos@micmac-nsn.gov](mailto:mcarlos@micmac-nsn.gov) Title using the subject title: "Bordertown's CEO SEARCH." Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made.

Bordertown is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.

## **COMPENSATION:**

This outstanding opportunity offers the ability to make a significant impact leading and growing an impactful non-profit leading Bordertowns. This career opportunity offers a substantial starting base salary, a complete benefits package, and a team-oriented atmosphere that is both positive and rewarding. Starting compensation includes a very competitive salary dependent on experience of \$65,000 to \$85,000 plus full benefits package that includes:

- Health
- Work cell
- Generous PTO
- Hybrid remote work environment