

## Job Description

<b>Position Title:</b> CEO of Big Brothers Big Sisters of SW Idaho	<b>Salary Range:</b> \$85,000-\$95,000	<b>Overtime Status:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
<b>Department:</b> Agency Leadership	<b>Location:</b> Boise, ID	
<b>Reports To:</b> Board of Directors	<b>Supervisory Responsibility:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

### Position Purpose

The CEO of Big Brothers Big Sisters of SW Idaho provides strategic leadership, inspires and engages employees, volunteers, the board of directors, media and the community to take action in creating long-term positive outcomes on the children and communities we serve. Directs fundraising and communications activities.

### Duties and Responsibilities Include

- **Strategic Leadership** – Develops and nourishes vision and strategies that position the organization for growth. Prioritizes objectives and provides focus for the organization around a central purpose and values.
- **Business Planning and Execution** - Develops and drives the business plan of the organization within the context of the nationwide strategic direction; drives a collaborative process with the Board and staff. Uses performance metrics and quality indicators to guide operational decision-making.
- **Staff Management** – Effectively attracts, motivates, develops and manages the work of others in a dynamic, complex and fast-paced work environment. Fosters a culture of engagement and excellence.
- **Ambassador and Spokesperson** – Represents Big Brothers Big Sisters at external partnership events and with the media. Positively influences partners, the media and public policies to generate volunteers, donors and other resources.
- **Board Development** - Cultivates a strong Board of Directors willing to lead and contribute to the fund development success of the organization. Works to assure independent governance oversight and performance accountability with the board.
- **Other Duties and Responsibilities** May Include –
  - Ensuring that programs are staffed, funded, and effective;
  - Managing finances and budgets;
  - Maintaining strong relationships with employees, donors, Board members and volunteers
  - Setting and executing performance standards and goals; and,
  - Championing change initiatives
  - Leading complex, multi-component projects to successful outcomes

### EDUCATION & RELATED WORK EXPERIENCE

- Bachelor's Degree (or equivalent work experience); Graduate level degree preferred.
- Five or more years of executive-level leadership experience.
- Proven success, or aptitude for fundraising and board development is essential.