



**BOYS & GIRLS CLUB
OF GREATER LYNCHBURG**

POSITION DESCRIPTION

Title:	Chief Executive Officer
Reports To:	Board of Directors
FLSA Status:	Exempt
Position Type:	Full-Time
Hours:	Monday – Friday, generally 8am to 5pm

Our Vision:

To create a community in which a young person's access to opportunities is not limited by where they are from, nor the circumstances that surround them.

Our Mission:

To provide the highest quality Club experience, bringing academic advancement, good character, and a healthy lifestyle within the reach of every young person who enters our doors.

Overview:

An exciting opportunity to lead the Boys & Girls Club of Greater Lynchburg is available and the Club is looking for the next Chief Executive Officer to make a positive impact on children's lives. The ideal candidate will effectively lead the overall planning and operation of the organization while providing leadership, direction, and support to the Board of Directors.

The CEO will be responsible for bringing this vision and mission to life in this community, as you work to ensure that the young people of the Club achieve great futures by providing a safe and fun space, engaging programming, and trained professionals to guide them along the way.

Responsibilities:

Leadership

- Provide leadership to Club staff by developing administrative and operational policies and procedures that support their work.
- Demonstrate that safety is a core value by ensuring that the safety management system of the Club conforms to membership requirements and best practices and by actively engaging in the safety improvement process.

- Ensure that the Club complies with the membership standards of the Boys & Girls Clubs of America, and other affiliated and regulatory agencies.
- Oversee Club staffing, including recruiting, training, and evaluation of both paid and volunteer staff.
- Monitor and Club's program services and outcome data to ensure the achievement of its mission.

Resource Development

- Direct and participate in resource development and donor stewardship activities to ensure the Club's financial viability.
- Ensure that the Club's resource development and financial operations are conducted in accordance with applicable laws.
- Ensure the annual budget is funded and the Club has adequate cash flow.

Resource Management

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

Marketing and Public Relations

- Develop strategic alliances with community leaders and local officials. Develop collaborative partnerships with other youth-serving organizations, members, parents, families, funders, and community organizations.
- Promote Boys & Girls Clubs of Greater Lynchburg services to individuals, other service organizations, and the local community.

Board Development

- Guide, support, and serve the Board of Directors in establishing strategic goals and developing policies, procedures, and budgets to support the work of the Club.
- Provide professional leadership to the Board of Directors to ensure the development of an effective and motivated Board, including identification, recruitment, and training of new Board members.

Additional Responsibilities

- May be assigned special projects periodically by the Board of Directors.

Qualifications:

- Bachelor's degree from an accredited college or university preferred.
- Demonstrated ability to organize, direct, plan, and coordinate operations in a multi-unit organization.
- Leadership skills, including negotiation, problem-solving, decision-making, and delegation.
- Strong communication skills, both oral and written; ability to speak effectively and persuasively to groups and individuals.

- Demonstrated competency and ability in establishing and maintaining effective working relationships with a Board of Directors, Staff, Community Groups, and other related agencies.
- Demonstrated ability to supervise professionals and other staff/volunteers who may be in distant subunits of the organization.
- Advanced knowledge and expertise in asset management including financial resources and property.
- Demonstrated skills and competency in the following areas preferred: the mission, objectives, policies, programs, and procedures of Boys & Girls Clubs of Greater Lynchburg; of the principles and practices of non-profit organizations and management; and resource development activities and sources of funding.

Physical Requirements

Physical requirements include sight, hearing, standing for more than four hours each day, other physical requirements needed to complete essential functions of the position, and other duties as assigned.

Disclaimer

The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.