

**POSITION SUMMARY**

The CEO of Big Brothers Big Sisters of the Greater Sacramento Area leads a staff of 5-10 employees to advance the mission, strategy, values and goals of the organization. The CEO is responsible for formulating and executing the strategic vision of the agency including fundraising, management of an annual budget, staff leadership, program oversight and compliance, and board relations. The CEO is also the public face of BBBS and serves as its ambassador to the media, policymakers, funders, and other stakeholders, including the approximately 200 families we serve, our volunteers, and donors.

This position is in person, onsite in Sacramento, California.

**CURRENT PRIORITIES**

- Develop an annual strategic plan in conjunction with the Board of Directors.
- Create a budget for the year January 1 - December 31, 2023 based on current priorities of the Board.
- Review National Standards at the Board Retreat to ensure the organization is in compliance with all National Standards of Practice.
- Work to attract, hire and retain a diversified staff reflective of those we serve.

**ESSENTIAL DUTIES**

The duties of the CEO reflect a combination of Board, staff, volunteer, client, and community responsibilities including managing multiple tasks on a daily basis, interfacing with a variety of constituents, and spending time planning for the organization's long-term sustainability.

**IDEAL CANDIDATE PROFILE AND QUALIFICATIONS**

The ideal candidate will be an enthusiastic leader who has a passion for the mission and work of BBBS. In addition, they will possess the following experience, skills, and personal attributes:

- Familiarity with youth development and knowledge and experience with youth development/mentorship programs.
- 3-5 years of leadership experience including personnel and financial management experience, preferably in a nonprofit organization.
- Previous experience working effectively with a diverse group of staff and volunteers.
- Willingness to be engaged in fund development efforts; at least 2 years of fundraising experience preferred.
- Experience recruiting and developing a diverse staff; proven ability to motivate and direct a diverse team.
- Strategic thinking, planning, and project/process systems management skills.
- Entrepreneurial approach to maximizing financial resources.
- Excellent oral, written, and interpersonal communication skills.
- Willing and able to take constructive criticism aimed to improve the organization
- Demonstrated ability to conduct business to the highest professional, moral, and ethical standards.
- Unwavering commitment to child safety.
- Bachelor's Degree preferred.



### **WORKING CONDITIONS**

- In person, onsite, and based in Sacramento, California.
- Must be available to work occasional evenings and weekends to attend community events and meetings as well as fundraising activities.
- Occasional travel to other agencies throughout the state plus attendance at an annual national conference is required.
- Must pass a criminal background check and fingerprint scan.

### **COMPENSATION & BENEFITS**

The salary range is \$95,000 - \$130,000 with the opportunity to increase depending on performance. Benefits include 3 weeks paid vacation; paid holidays per agency policy; medical, dental, vision, and life insurance; 401K/403B.

### **APPLICATION PROCEDURE & TIMELINE**

Please submit resume and letter of interest to **Erin Stone, Interim CEO**, [erin.uptogood@gmail.com](mailto:erin.uptogood@gmail.com). Applicant screening will be ongoing until the position is filled as the goal is to welcome a new CEO as soon as possible.

### **ABOUT BIG BROTHERS BIG SISTERS OF THE GREATER SACRAMENTO AREA**

Big Brothers Big Sisters of the Greater Sacramento Area ignites potential in children and youth through strong and enduring, professionally supported one-to-one relationships that change lives forever. Children and youth enrolled in our program achieve measurable outcomes, including educational success, avoidance of risky behaviors, higher aspirations, greater confidence, and healthier personal relationships. This mission has been the cornerstone of our organization's 57-year history in the Sacramento area.

Visit our website for details on our programs and impact at [bbbs-sac.org](http://bbbs-sac.org).

BBBS is an Equal Opportunity Employer and encourages applications from individuals who represent and reflect the communities we serve.