



BOYS & GIRLS CLUB
OF GREENWICH

POSITION DESCRIPTION **CHIEF EXECUTIVE OFFICER**

OPPORTUNITY

The Boys & Girls Club of Greenwich (BGCG) seeks a strategic, hands-on Chief Executive Officer (CEO) with demonstrated leadership and fundraising experience. The CEO leads a team of 15 full- and over 75 part-time and seasonal staff and manages the organization's \$3.7 million budget. S/he must be able to oversee financial, fundraising, human resources, programming, and community relations activities. The CEO reports to the Board of Directors and works closely with the Board Chair and Board committee leaders. The position requires a mission-driven leader with strong management experience, a clear understanding of the nonprofit environment, and excellent strategic thinking and community engagement skills.

For over 110 years, BGCG has been a Greenwich leader in offering quality academic, recreational, athletic, and character development programs. Today BGCG has over 1,000 members and works daily to live its mission *“to prepare young people, through enrichment opportunities and supportive relationships, to be responsible, caring, and productive community members.”*

MAJOR RESPONSIBILITIES

Leadership & Management: Provide leadership and vision to ensure the effective operations and delivery of quality programs. Maintain an organizational culture that attracts, develops, and retains excellent staff. Ensure consistent quality of finance and administration, fundraising, communications, and systems. Leverage systems and processes to ensure program excellence and accountability.

Resource Development: Collaborate with the Vice President of Development to create sustainable financial support so BGCG can meet the challenge of serving more kids in a complex fundraising environment. Cultivate new donors and sustain existing relationships. Prepare for a capital campaign to commence in the near future.

Community Outreach: Serve as a strong community ambassador delivering a clear and compelling message of BGCG's work. Maintain strategic alliances with community leaders and local officials. Strengthen collaborative partnerships with other youth serving organizations and community organizations.

Financial: Oversee development and management of annual operating and capital budgets. Working with the Board and Vice President of Finance, monitor the budget and ensure sound financial controls are in place.

Governance: Work collaboratively with the Board Chair and board members to set and achieve BGCG's strategic direction. Engage the Board in fundraising efforts. Support board member recruitment and orientation.

EXPERIENCE

Minimum of 10 years of increasingly responsible leadership positions. A solid understanding of the nonprofit sector and strong business acumen. Demonstrated success in fundraising. Experience working with nonprofit boards. The individual may come from the business world but would have been active in the nonprofit arena as a board member or key volunteer.

EDUCATION

An undergraduate degree is required, and an advanced degree in a business-related discipline or in public administration and/or social services is highly desirable.

PERSONAL ATTRIBUTES

Mission-driven leader with a high level of integrity and positivity. Outstanding communication skills. Strong administrator who values and develops BGCG's dedicated team of staff while holding people accountable. Strategic, collaborative and able to envision a bright future.

COMPENSATION

The successful candidate will be offered a competitive compensation and benefit package.

We are only considering resume & cover letters submissions via email.
All cover letters and resumes should be sent to BGCGCEOSearch@gmail.com

Please name your documents as follows:

LAST NAME – COVER LETTER and LAST NAME – RESUME

Resumes and cover letters will be accepted until April 15, 2020.

Visit BGCG's website at www.BGCG.org