



# Big Brothers Big Sisters.

## 7 RIVERS REGION

### POSITION POSTING

Employment Application Packet: Executive Director

Pay Level: \$53,000-\$60,000 salaried depending on experience

Hours: 40

The job description is attached.

For your application to be considered, you must complete all of the following materials that have a check mark before them:

- Resume
- Application
- Cover letter

**This application packet is due by 5 pm on Friday, June 17, 2022**

We will only consider your application if we have received the materials by the specified due date and time.

Materials may be:

- Emailed to [tesmith553@gmail.com](mailto:tesmith553@gmail.com)
- Mailed to, or dropped off at, the following location: Big Brothers Big Sisters of the 7 Rivers Region, 313 4<sup>th</sup> Street South, La Crosse, WI

For more information please visit our website at [www.7riversbbbs.org](http://www.7riversbbbs.org)

*Big Brothers Big Sisters of the 7 Rivers Region is an equal opportunity employer and service provider. Auxiliary aids and services available upon request.*

**REPORTS TO:** Board of Directors

### **JOB DESCRIPTION**

Big Brothers Big Sisters of the 7 Rivers Region (BBBS7) is seeking an experienced Executive Director to serve as a leader and provide overall management, planning, execution and leadership for all aspects of the organization. This includes effective programs/services, a diversified revenue and fundraising portfolio, donor stewardship, staff development, finance/budget management, and strategic planning.

### **BBBS7'S MISSION**

Create and support one-to-one mentoring relationships that ignite the power and promise of youth.

### **BBBS7'S VISION**

All youth achieve their full potential.

### **KEY RESPONSIBILITIES**

- Leads long-range planning and visioning, in partnership with the Board of Directors and staff.
- Serves as agency spokesperson.
- Supports marketing and public relations and advocacy efforts, acts as liaison with partner organizations, and nurtures and expands the organization's key external relationships.
- Leads and executes fundraising efforts and goals in partnership with the board and advisory councils.
- Manages budget development, financial forecasting, and oversight.
- Oversees annual campaign
- Provides advice, counsel, and support to the Board of Directors, and helps maintain and leverage an engaged, powerful board.

### **QUALIFICATIONS**

- Commitment to BBBS7's vision and mission.
- A record of successful and innovative fundraising with proven success in grant writing, major, planned and corporate gifts and unrestricted giving.
- Proven track record of annual campaigns preferred

- A proven track record of visionary leadership with progressive management experience with increasing responsibility - including administration, staff supervision, strategic planning, evaluation, budgeting, and organizational innovation.
- Extraordinary communicator and relationship builder with a wide variety of stakeholders.
- Demonstrated cross-cultural competency and the ability to prioritize and implement diversity, equity, and inclusion strategies.
- Demonstrated ability to manage organizational operations effectively and efficiently.
- Strong financial skills and experience- including budget management, fiscal management, and analysis.
- High level of emotional intelligence – i.e., accurately perceive and express yourself, personal humility, develop and maintain social relationships, cope and adapt to challenges, and use emotions in an effective way.
- Willingness to travel regularly to the regional offices and program sites in outer-lying counties.
- Bachelor's degree required.

#### **IDEAL CANDIDATE EXPERIENCE**

- Successfully partnered with a nonprofit board of directors – particularly board development and engagement.
- Experience with youth mentoring programs or equivalent.
- Background in annual campaign planning, coordination and execution.
- Familiarity with the La Crosse and Winona community.
- Demonstrated entrepreneurial mindset, innovative problem-solving skills and the courage to take calculated risks.
- A strong success and comfort level with major gift asks.

#### **BENEFITS**

- Health/Dental/Vision Insurance
- Vacation/Sick Time
- Paid Holidays
- Retirement Plan

#### **POSITION INFORMATION**

This is a full-time, salaried position (including some nights and weekends—limited). Offers flexible scheduling. \$53,000-\$60,000 per year depending on experience.

**TO APPLY:**

For consideration, please send a cover letter and resume by 5 pm, Friday, June 17, 2022.

Submit materials electronically to [tesmith553@gmail.com](mailto:tesmith553@gmail.com), or mailed to: Big Brothers Big Sisters  
7 Rivers Region, 313 4<sup>th</sup> Street South, La Crosse, WI 54601. No walk-ins please.