

BOB BURDETTE CENTER, INC.
1401 Washington Street West
Charleston, WV 25312

Job Description – Executive Director

Summary

The Bob Burdette Center, Inc. (BBC) is a 501 (c)(3) nonprofit organization providing after school services to children and youth grades K-12 on the West Side of Charleston, WV. The Executive Director (ED) is responsible for the overall management of the BBC and shall provide visionary leadership for the BBC under the direct supervision of the BBC Board of Directors.

In this capacity, the ED will be responsible for the operation of after school programs at multiple sites, promote the BBC in the community, and will develop and maintain relationships with the BBC Board of Directors, Staff, volunteers, community leaders, other service providers, grantors, foundations, partner organizations, schools served by the BBC, State and County Educational Organizations, and the community at large. Other responsibilities will include financial, program, and staff development and management.

The ED of the BBC will be an “at will, exempt” employee and will report directly to the BBC Board of Directors.

The Executive Director’s duties, responsibilities, and qualifications shall include, but are not limited to, the following:

Strategic Planning, Organizational Development, and Board Support

- Work with the Board of Directors to develop and implement BBC’s strategic plan.
- Develop and implement an annual operating plan in accordance with grantor guidelines and the strategic plan.
- Work with the Board to develop, implement, and maintain policies and procedures regarding fundraising, marketing, public relations, accounting and fiscal management, information systems, and human resources.
- Work with the Board of Directors in developing and maintaining organization documents including by laws, Board minutes etc.
- Provide support to the Board through the attendance of monthly meetings, assistance with the development of meeting agendas, preparation of minutes, implementation of Board decisions, executive staffing of various committees, etc.
- Maintain open and effective communication with the BBC Board of Directors.
- Develop and maintain knowledge of significant developments and trends in after school programs and services.

Financial and Grant Management

- Provide fiscal leadership by working with the BBC Board of Directors, personnel and others to develop and manage a realistic budget based on expected revenues from grants and other funding sources.
- Directly responsible for the preparation of and ensuring all invoices, funding requests, grantor reports, payroll reports and other financial reports are prepared timely. Communicate financial issues, needs, and other financial information to the Board of Directors.
- Directly responsible for maintaining the accounting records for the BBC including working with the Treasurer to ensure the monthly financial statements are prepared and communicated to the Board.
- Communicate annual budget, operating plan and performance goals to the Board, Staff, grantors, community partners and leaders as required.
- Ensure the BBC operates within budgeted guidelines.
- Responsible for developing and maintaining sound financial practices and working with the Treasurer in maintaining accounting procedures for managing and reporting the financial activities of the BBC.
- Responsible for the administration of and reporting for grants awarded to the BBC.

Organizational Development, Promotion and Fund Raising

- Responsibility for the development and procurement of funding through research, grant writing, Board approval, and submission, and follow up to ensure grantors understand the request and how funds will be used by the BBC. Also follow up with organizations who have denied a grant to obtain critical feedback for successfully completing future requests.
- Promotion of the BBC and its activities through public relations activities including presentations to business leaders, grantors, foundations, individuals, community and civic organizations, government and other organizations.
- Development and implementation of other fund raising activities to ensure adequate funds are available to support the BBC activities.
- Maintain a good working relationship with grantors, community leaders, school personnel, parents, social service agencies, and others whose good will and assistance is needed for the development and maintenance of programs and the financial health and administration of the BBC.
- Promote the activities of the BBC, its programs, activities, and goals. Development and management of a web site for the BBC.
- Provide leadership in the development, implementation and evaluation of comprehensive programming. This includes developing, documenting and evaluating realistic program goals and results for all programs.

Personnel Development and Management

- Participation in hiring and termination of personnel.
- Responsible for the management and supervision of staff including developing and implementing staff development and training, leading applicable staff meetings, administration of performance evaluations, development of staff goals and objectives and other human resource issues.
- Maintain an organizational culture which attracts, retains, and motivates a diverse staff of motivated and competent personnel.

Other Duties

- Other duties as assigned by the BBC Board of Directors.

Qualifications

The Executive Director shall:

- Be at least 21 years of age.
- Have at least one year of leadership experience in a school age program or similar program.
- Provide a positive, professional role model for staff, students, volunteers, and others involved with the BBC.
- Possess at least a bachelor's degree, preferably in an education and / or social work-related field. Post graduate work or related work experience preferred.
- Demonstrated ability to work professionally and effectively with a diverse group of people.
- Demonstrate strong leadership, administrative, and management abilities.
- Possess experience in grant writing and fund raising.
- Have a minimum of two (2) years experience working with children and youth. Other work experience may be considered and / or substituted.
- Documentation of required degree(s), training and experience shall be provided, verified, and maintained in the ED's personnel file.

ACCOUNTABILITY

- The Executive Director shall be directly accountable to the BBC Board of Directors, who have the direct responsibility for hiring, supervising and evaluating the ED.

Other

- The Executive Director is an at will employee of the BBC and may be terminated at any time for any reason, so long as that reason does not violate federal or state law. However, unless termination is "for cause", a minimum of two weeks' notice is required.
- This position is a professional, exempt position and requires the Executive Director to work as needed to fulfill the duties and responsibilities of the position.
- Compensation will be determined within the guidelines outlined in supporting grants and other funding sources and approved by the BBC Board of Directors.
- The ED shall be evaluated within 90 days of initial hiring, again in six months, and, at a minimum, annually thereafter.