

Title: **Chief Executive Officer**

Organization: **Big Brothers Big Sisters of Greater Pittsburgh**

Location: **Pittsburgh, PA**

NONPROFIT

TALENT

The Organization

Established in 1965, Big Brothers Big Sisters of Greater Pittsburgh (BBBSPGH) is the region’s premier evidenced-based youth mentoring agency—earning national recognition for program quality and organizational excellence. BBBSPGH serves youth ages 6-18 from single parent families, low-income households, and underperforming schools. With programming in Allegheny, Greene, and Washington counties, over 1,300 children are served annually through meaningful, monitored matches between adult volunteers (“Bigs”) and children (“Littles”).



- **Mission:** Create and support one-to-one mentoring relationships that ignite the power and promise of youth.
- **Vision:** All youth achieve their full potential.

There are three program options available that are designed to help develop strong one-to-one relationships and make a direct and lasting impact on the lives of young children:

- **Community-Based:** The core, traditional BBBSPGH program of mentoring through friendship and ongoing time spent together in the community playing a board game, going to the playground, or participating in a BBBSPGH activities.
- **Site-Based:** Involves an adult, college student, or high school student mentor matched with an elementary or middle school student. Friendships form during mentor meetings and activities which are held in the classroom, gym, or conference room.
- **mentor2.0:** One-to-one, technology-enriched mentoring of high school students, made possible in partnership with iMentor. Mentors and high school mentees communicate online and in-person alongside a specific curriculum to achieve high school graduation and career success.



BBBSPGH is one of 237 Affiliates of Big Brother Big Sister of America (BBBSA) and operates under its own 501(c)3. As part of a national BBBS commitment, the Pittsburgh offices embrace justice, equity, diversity, and inclusion (JEDI) as an integral part of their values and mission. In addition to participating in an intensive training program on JEDI, BBBSPGH continually seeks opportunities to expand JEDI efforts. One example of upcoming planned programming includes an LGBTQ Youth Mentoring Enhancement Initiative.

For more information on BBBSA and JEDI, please visit the [BBBSA website](#).

Position Overview

The new CEO of BBBSPGH will be the successor to a legacy of respected and successful leadership. Following the tenure and retirement of Jan Glick, the new CEO will have a passion for serving children and youth, along with a belief in the transformative power of mentoring and a commitment to furthering equity and inclusion. The CEO will uphold and enhance a positive culture of teamwork, support collaboration among staff; build and maintain long-term relationships with stakeholders; and lead community outreach and external relations on behalf of BBBSPGH.

The successful candidate will possess a deep understanding of the operational needs of a nonprofit. BBBSPGH seeks a respected leader with vision; a leader who will inspire staff and be successful in fundraising through diverse sources.

Managed by a Board of 35 members, the CEO oversees a staff of 28 professionals, as well as an annual budget of approximately \$2 million. In partnership with the Board of Directors, the CEO will lead the development and implementation of strategies to ensure the operational and financial health of the organization as it evolves to a scale that will enable greater impact.

The CEO is given the responsibility and authority of overseeing the following duties and will work in accordance with the policies and goals established by BBBSA and the Board of Directors:

Leadership and Management

- Assures BBBSPGH effectively achieves its mission by providing leadership and programmatic innovation. This includes oversight of day-to-day operations, fundraising, human resources, fiscal management, and program development.
- Provides inspirational leadership in the management of BBBSPGH’s team. Manages the staff with respect, creates a workplace that is professional and positive.
- Fosters a climate that attracts, retains, and motivates a diverse staff that represents the communities served by BBBSPGH.
- Seeks opportunities for collaboration and cooperation with similarly missioned organizations and forges cross-sector relationships.
- Assesses the effectiveness of organizational programs through measurable, objective, and quantitative evidence and shares data with appropriate stakeholders.



Revenue Generation and Community Relations

- In partnership with the Director of Development, formulates and executes comprehensive marketing and development strategies that will ensure consistency through the organization and enhance revenue from major donors, foundations, government agencies, and corporations.
- Stewards relationships with current donors while also identifying and cultivating potential opportunities for advancement and diversification in funding.
- Effectively engages with diverse stakeholder groups including volunteers, corporations, community and school leaders, parents, and partnering organizations.
- Serves as the external voice of the organization, raising the public’s awareness of BBBSPGH’s work and enhancing the organizations visibility, brand recognition, and credibility; acts as a thought leader and advocate for the communities BBBSPGH serves.
- Oversees the execution of marketing and media relations in order to promote the mission and impact of BBBSPGH.

Strategy and Board Relations

- Develops, engages, and supports a high-performing and passionate Board of Directors.
- Develops and leads the strategy of the organization within the broad context of the local and national landscape by using performance measurements to guide strategic and operational decision-making.
- Provides leadership in developing organizational, program, and financial plans with the Board of Directors and implements plans and policies authorized by the Board.

Knowledge, Skills, and Abilities

The CEO will be a community leader and an external advocate with a deep appreciation for BBBSPGH’s mission. All candidates should have executive leadership experience; a proven ability to effectively build or work with a Board of Directors; as well as exceptional fiscal and relationship management skills.

Demonstrable experience, competencies, and qualifications include:

- Passion for and commitment to BBBSPGH’s mission and vision. Previous experience in the fields of mentoring and/or youth development is valued.
- Educational background aligned with the requirements of the position.
- Senior level experience in an organization of a comparable budget, staff and program size and complexity.
- Successful fundraising experience, including developing philanthropic partnerships, individual donors and earned income streams. Ability to identify sources of funding, make the ask and follow-up with all requirements.
- Inclusive work ethic with demonstrated cultural competence. Previous success fostering an organizational culture that creates an anti-racist and respectful workplace environment.
- Leadership record of successful strategies in hiring, managing, and retaining talented staff.
- Previous financial management responsibility of an organization (i.e. developing budgets, creating financial reports, reporting financial health to the board)
- Public speaking and excellent communication skills, both written and verbal, with the ability to serve as a strong external spokesperson for an organization.



Performance Objectives

In the near term, the new CEO is expected to continue to deliver outstanding outcomes while successfully addressing the following in the first 6-12 months:

- Complete an in-depth evaluation of BBBSPGH’s internal and external relationships, including a review of the agency staffing structure.
- In collaboration with the Board of Directors, set priorities and action-oriented goals for developing a new 2021/2022 strategic plan.
- Strengthening the Board’s capacity to define and support the achievement of strategic goals as defined through a strategic planning process.
- Review the Board By-Laws, including Board composition and terms.

Compensation

This position offers a competitive salary in the \$120,000 - \$135,000 range and a traditional benefits package found with other nonprofit organizations of similar size, scope, and scale.

DEI Imperative

BBBSPGH seeks to recruit candidates for employment that represent our diverse community in race, gender, religion, sexual orientation, and ability. Inclusive and equitable in our recruitment and retention practices, we are dedicated to uplifting diverse opinions and backgrounds in order to grow and evolve as a welcoming workplace for all.

How to Apply

BBBSPGH has retained Nonprofit Talent to assist with this important organizational change process. Specific questions related to the position may be emailed to Michelle Pagano Heck, President, at Michelle@NonprofitTalent.com. Please direct all inquiries related to this position to Nonprofit Talent, and do not contact BBBSPGH.

Resume, position specific cover letter, and salary expectations uploaded here:

<https://nonproffitalent.applytojob.com/apply/OjOKYo0hea/Chief-Executive-Officer-Big-Brothers-Big-Sisters-Of-Greater-Pittsburgh>

APPLICATIONS ARE DUE BY 5PM on August 23, 2021