

Name: _____

Site: _____



Title: Executive Vice President/Chief Operating Officer

Status: Full-time Exempt Position

Pay Range: \$100,000 to \$125,000 w/benefits

Position Description:

Boys & Girls Club of Dane County (BGCDC) is committed to making sure our members have a world class experience as we prepare our members for college and/or careers. In order to do this the Club works closely in partnership with local school districts and community partners within Dane County including Sun Prairie and Walco County. The Club serves over 7,000 young people in three traditional Clubs and ten school based sites, while transporting over one hundred young people from 14 different schools daily to access BGCDC programming. The Club under the direction of the CEO has a great team of managers, program coordinators, directors and assistant vice presidents that report up to the EVP/COO position. The Club is seeking an experienced nonprofit executive with hands on programming, business, financial management, community partnership and volunteer development experience. Our previous EVP was in the role for six years and worked with our current CEO for over a decade. The next leader will need to be passionate about serving young people and will need to be ready and prepared to take the Clubs programming to the next level of strategic growth.

Position Summary:

The EVP/Chief Operating Officer serves as the operational and programming leader for the organization and will manage the operations of a \$5 million dollar operating budget and over 75 full and part-time staff. The EVP/Chief Operating Officer oversees all programming for all Clubs including sports and recreation, healthy lifestyles, teen programming and all licensed day care programs. The EVP/Chief Operating Officer is also responsible for identifying and managing strategic growth through partnerships with local schools, government agencies, and other non-profits. The EVP/Chief Operating Officers works closely with the CEO, Chief Development Officer, VP of School Based Education and the VP of Finance to lead and develop programmatic growth and sustainability.

Essential Duties and Responsibilities will include:

- Manage day-to-day operations of programs operations and speak on behalf of the Club and CEO at various events
- Build strong relationships with current and future program funders and partners
- Build strong working relationships with community agencies and leverage resources effectively
- Track and report on program assessment, outcomes and contracts
- Partner with the development team on marketing and communication efforts for the programs
- Work with local companies and organizations to recruit mentors and volunteers for the Club
- Develop support systems to meet member needs by coordinating available services
- Provide leadership for stewarding our federal funding and its unique compliance requirements
- Provide leadership for reward and recognition strategies required to recruit and retain leaders
- Manage capital expenditures, finances and serve as committee liaison to assigned board committees
- Promote strong employee engagement
- Promote career pathways and opportunities increase employee retention and recruitment

Additional Qualifications:

- Master's Degree with a minimum of ten years of management experience
- 5 years of supervisory experience and 5 years of financial management and P&L responsibility
- 2 years of experience dealing with government contracts with excellent organizational, written and verbal communication skills
- Have the ability to manage several projects simultaneously and demonstrate excellent problem solving and decision making skills

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- Will need a valid drivers' license and be able to travel between sites for meetings and events

About our Agency:

Boys & Girls Club of Dane County is a nonprofit 501c3 organization affiliated with Boys & Girls Clubs of America, and led locally by a dedicated team of professionals with expertise in youth development, business management and community outreach. Boys & Girls Club of Dane County is a 4 Star Charity Navigator member and is a recognized leader amongst Clubs throughout the country. The Clubs has been selected as one of five Clubs to receive the "Money Matters Innovation Award" from the Charles Schwab Foundation and listed as one of ten Clubs in the nation to receive the Boys & Girls Clubs of America "Be Great: Graduate" Award and is one of the fastest growing Clubs in the nation. The agency has a 32 members Board of Directors, 76 committee volunteers in its governance structure and over 15,000 donors that support the programming and operational needs of the Club and its members.

Boys and Girls Club of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their **resume, cover letter, and three professional references** via email to our Human Resource Manager: lrowell@bgcdc.org, on or before **March 8, 2019**.