Big Brothers Big Sisters OF JOHNSON COUNTY

JOB DESCRIPTION

Position Title: Executive Director
Salary: $75,000 - $85,000
Status: FT Exempt
Reports To: BBBSJC Board of Directors

Big Brothers Big Sisters of Johnson County creates and supports 1:1 mentoring relationships that ignite the power and promise of youth.

POSITION PURPOSE

Big Brothers Big Sisters of Johnson County seeks a visionary, collaborative, and mission-driven Executive Director to lead the organization into its next era of impact. As the executive officer, the Executive Director provides strategic leadership and oversees all aspects of the organization's operations, including mentoring programs, fundraising and development, financial stewardship, community engagement, marketing, and staff leadership. Working in close partnership with the Board of Directors, staff, volunteers, donors, corporate and community partners, the Executive Director advances the organization's mission while ensuring operational excellence, long-term sustainability, and measurable outcomes for the youth and families we serve.

This role requires a dynamic and adaptable leader who is energized by both strategic vision and day-to-day execution. The Executive Director must be comfortable representing the organization throughout the community and working a flexible schedule that includes occasional evenings and weekends to engage with volunteers, donors, and community events.

Performance Measures:

- Achievement of annual strategic plan objectives.
- Financial sustainability with diversified revenue growth.
- Increased number of youth served while maintaining program quality.
- Strong board engagement and effective governance.
- High-performing, engaged staff with low unwanted turnover.
- Growth in mentor recruitment and donor engagement.
- Positive reputation and visibility throughout Johnson County.
- Compliance with all legal, financial, and Big Brothers Big Sisters standards.

The following statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSJC may change the specific job duties with or without prior notice based on the needs of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic and Organizational Leadership

- Provide visionary leadership to advance the mission, vision, and strategic priorities of Big Brothers Big Sisters of Johnson County.
- Lead the implementation and ongoing evaluation of the organization's strategic plan in partnership with the Board of Directors and staff.
- Establish measurable organizational goals and use performance metrics and quality indicators to drive continuous improvement.
- Ensure operational excellence by aligning people, resources, and processes with organizational priorities.
- Foster innovation and adaptability while maintaining a strong focus on mission impact and child safety.

Board Governance and Executive Partnership

- Partner with the Board of Directors to establish organizational direction, priorities, and policies.
- Provide timely, accurate, and relevant information to support effective governance and strategic decision-making.
- Cultivate an engaged, high-performing Board that serves as ambassadors, advocates, and philanthropic leaders.
- Maintain appropriate governance boundaries while promoting shared accountability, transparency, and collaboration.
- Support board committees and facilitate effective communication between the Board and organization.

Leadership, Culture and Talent Development

- Recruit, develop, engage, and retain a high-performing and mission-driven team.
- Foster a collaborative, inclusive, and accountable organizational culture grounded in integrity, respect, learning, and continuous improvement.
- Oversee all employment-related functions, including recruitment, performance management, compensation, benefits, professional development, and succession planning.
- Coach and empower staff while promoting innovation, teamwork, and exceptional service to youth, families, volunteers, and donors.

Financial Stewardship and Organizational Sustainability

- Ensure the long-term financial health and sustainability of the organization.
- Develop and administer the annual operating budget in partnership with the Finance Committee and Board of Directors.
- Monitor financial performance, cash flow, investments, and organizational assets while ensuring compliance with fiscal policies, legal requirements, and accounting standards.
- Communicate financial performance and key organizational metrics to the Board on a regular basis.
- Oversee grant administration, including proposal development, compliance, reporting, and stewardship of grant-funded programs.

Resource Development and Fundraising

- Serve as the organization's chief fundraiser by inspiring philanthropic investment in the mission.
- Lead a comprehensive resource development strategy that diversifies revenue through individuals, corporations, foundations, government grants, and special events.
- Build, cultivate, solicit, and steward relationships with major donors, community leaders, and funding partners.
- Partner with the Director of Development and Marketing and the Board to establish and achieve annual fundraising goals.
- Promote a culture of philanthropy throughout the organization and actively engage Board members in fundraising efforts.

Program Quality and Mission Impact

- Ensure high-quality mentoring programs that deliver measurable outcomes for youth while maintaining child safety as the organization's highest priority.
- Monitor program performance using data, outcome measures, and continuous quality improvement practices.
- Ensure compliance with Big Brothers Big Sisters of America standards, accreditation requirements, and applicable regulations.
- Support the development of innovative programs and services that respond to evolving community needs and expand the organization's impact.

Community Leadership, Communications and Advocacy

- Serve as the primary ambassador and spokesperson for Big Brothers Big Sisters of Johnson County.
- Build strategic partnerships with businesses, schools, nonprofit organizations, civic leaders, government agencies, and community stakeholders.
- Collaborate with staff to implement marketing and communications strategies that increase awareness, volunteer recruitment, and philanthropic support.
- Represent the organization in the media, public forums, and community events while advocating for mentoring and youth development.
- Maintain strong relationships with Big Brothers Big Sisters of America and actively engage in national learning, collaboration, and best practices.

Job Qualifications

Education and Experience

- Bachelor's degree in Business Administration, Public Administration, Nonprofit Management, Human Services, Social Work, or a related field required; a master's degree is preferred.
- Minimum of five (5) years of progressively responsible executive or senior management experience in a nonprofit, human services, or comparable organization.
- Demonstrated experience leading an organization of similar size and complexity, including responsibility for strategic planning, financial management, fundraising, operations, and personnel.
- Experience working collaboratively with a Board of Directors and supporting effective nonprofit governance.
- Proven success in fund development, including cultivating major donors, grant development, corporate partnerships, annual giving, and diversified revenue strategies.
- Experience developing and managing organizational budgets, financial forecasting, and fiscal oversight.
- Experience leading organizational change, managing growth, and achieving measurable strategic outcomes.
- Valid driver's license and the ability to travel locally and nationally, as needed.

Professional Knowledge and Skills

- Strong knowledge of nonprofit management, governance, financial stewardship, fundraising, human resources, program evaluation, and organizational operations.
- Demonstrated ability to develop and execute strategic plans while balancing short-, mid-, and long-term organizational priorities.
- Strong financial acumen, including budgeting, financial analysis, compliance, and risk management.
- Excellent project management skills with the ability to successfully lead complex, cross-functional initiatives.
- Outstanding written, verbal, presentation, and interpersonal communication skills with the ability to engage diverse audiences.
- Proven ability to negotiate, influence, and build consensus among stakeholders with varying interests.
- Strong organizational and analytical skills with the ability to use data and performance metrics to inform decisions.

- Proficiency with Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint.

Leadership Competencies

Strategic and Visionary Leadership

- Creates and communicates a compelling vision that positions the organization for sustainable growth and long-term success.
- Aligns people, resources, and priorities to achieve strategic objectives while anticipating future opportunities and challenges.
- Demonstrates innovation, sound judgment, and a willingness to embrace thoughtful change.

Relationship Building and Community Leadership

- Builds authentic, trusted relationships with staff, Board members, volunteers, donors, community partners, and public officials.
- Serves as an effective ambassador for the organization and cultivates partnerships that advance the mission.
- Inspires collaboration, shared ownership, and collective success.

Fundraising and Resource Development

- Demonstrates a passion for philanthropy and a proven ability to cultivate, solicit, and steward major gifts and institutional funding.
- Builds a culture of philanthropy by engaging the Board, staff, and community in resource development efforts.
- Identifies innovative opportunities to diversify and strengthen organizational revenue.

Talent Development and Organizational Culture

- Recruits, develops, and retains high-performing staff while fostering an inclusive, collaborative, and accountable workplace.
- Creates an environment where employees feel valued, supported, and empowered to achieve excellence.
- Provides coaching, mentorship, and constructive feedback that promotes continuous learning and professional growth.

Results Orientation and Accountability

- Establishes clear goals, measurable outcomes, and systems of accountability that drive organizational performance.
- Uses data and continuous improvement practices to evaluate effectiveness and improve impact.
- Demonstrates sound decision-making while balancing mission, financial sustainability, and operational excellence.

Equity, Inclusion, and Community Impact

- Demonstrates a strong commitment to diversity, equity, inclusion, and belonging in organizational leadership, employment practices, volunteer engagement, and service delivery.

- Builds meaningful relationships across diverse communities and fosters an environment where every individual is respected, valued, and empowered.

Personal Attributes

The successful Executive Director will be:

- Mission-driven with a deep passion for youth development and one-to-one mentoring.
- A visionary, collaborative, and emotionally intelligent leader.
- A person of unquestioned integrity who models transparency, accountability, and ethical leadership.
- An exceptional communicator who builds trust through authenticity, humility, and active listening.
- Adaptable, resilient, and comfortable leading through growth and change.
- Confident making strategic decisions while remaining approachable and receptive to feedback.
- Highly organized, self-motivated, and capable of managing multiple priorities in a dynamic environment.
- An energetic and visible community leader who enjoys building relationships and serving as the public face of the organization.
- Committed to continuous learning and professional development through active engagement with Big Brothers Big Sisters of America and the nonprofit sector.
- Pass Department of Criminal Investigation, Department of Transportation, Sex Offender Registry and Child Abuse Registry background checks according to the organization's standards.

Travel Requirements to local events, meetings, and one annual out-of-state trip to a national conference. Reimbursement for local mileage and out-of-state travel expenses.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

(Describe any specific work place conditions and/or physical abilities that are related to and/or required by this job)

The Executive Director position requires the ability to perform the essential functions of the job with or without reasonable accommodation. This position routinely requires sitting, standing, walking, speaking, hearing, and using standard office equipment. The position also requires occasional lifting of materials weighing up to 25 pounds, local and occasional out-of-town travel, and attendance at evening and weekend meetings or events. Some remote options after 1 year of employment.

Equal Employment Opportunity

Big Brothers Big Sisters of Johnson County is an Equal Opportunity Employer and is committed to creating and maintaining an inclusive workplace where all employees and applicants are treated with dignity, respect, and fairness. Employment decisions are based on qualifications, merit, organizational needs, and business necessity.

We provide equal employment opportunities to all qualified applicants and employees without regard to any characteristic protected by applicable federal, state, or local law.

Americans with Disabilities Act

Big Brothers Big Sisters of Johnson County is committed to complying with the Americans with Disabilities Act (ADA) and applicable state and local laws. Reasonable accommodations will be provided to qualified individuals with disabilities to enable them to participate in the application process and to perform the essential functions of the position, unless doing so would impose an undue hardship on the organization.

Applicants or employees who require a reasonable accommodation are encouraged to notify the Executive Director or the designated Human Resources representative so that appropriate accommodations can be considered.

This job description is intended to describe the general nature and level of work performed by the individual assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Big Brothers Big Sisters of Johnson County reserves the right to modify, assign, or remove duties and responsibilities as organizational needs evolve.

Acknowledgements	
Creation Date: July 2026	
BBBSJC Board Chair: I have approved this job description and reviewed with employee.	
Signature:	Date:
Employee: I have reviewed this job description with my Board Chair and acknowledge receipt.	
Signature:	Date: