

# CEO & PRESIDENT

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**Big Brothers  
Big Sisters®**

PUGET SOUND

# THE ORGANIZATION

[Big Brothers Big Sisters of Puget Sound \(BBBSPS\)](#) has embarked on a search for an inspiring individual to lead the organization into the future. Founded in 1959, BBBSPS has been rooted in this region for more than sixty (60) years and is part of the nation's largest donor- and volunteer- supported mentoring network. Serving King and Pierce counties as a standalone 501(c) 3, BBBSPS ranks among the top 20 of more than 250 chapters nationally and creates meaningful one-to-one relationships between adult volunteer mentors and kids ages six (6) through eighteen (18). BBBSPS is recognized in the national Big Brothers Big Sisters network as a leader in creating innovative approaches to serving kids, and for being one of a select few large markets demonstrating growth.

## MISSION

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

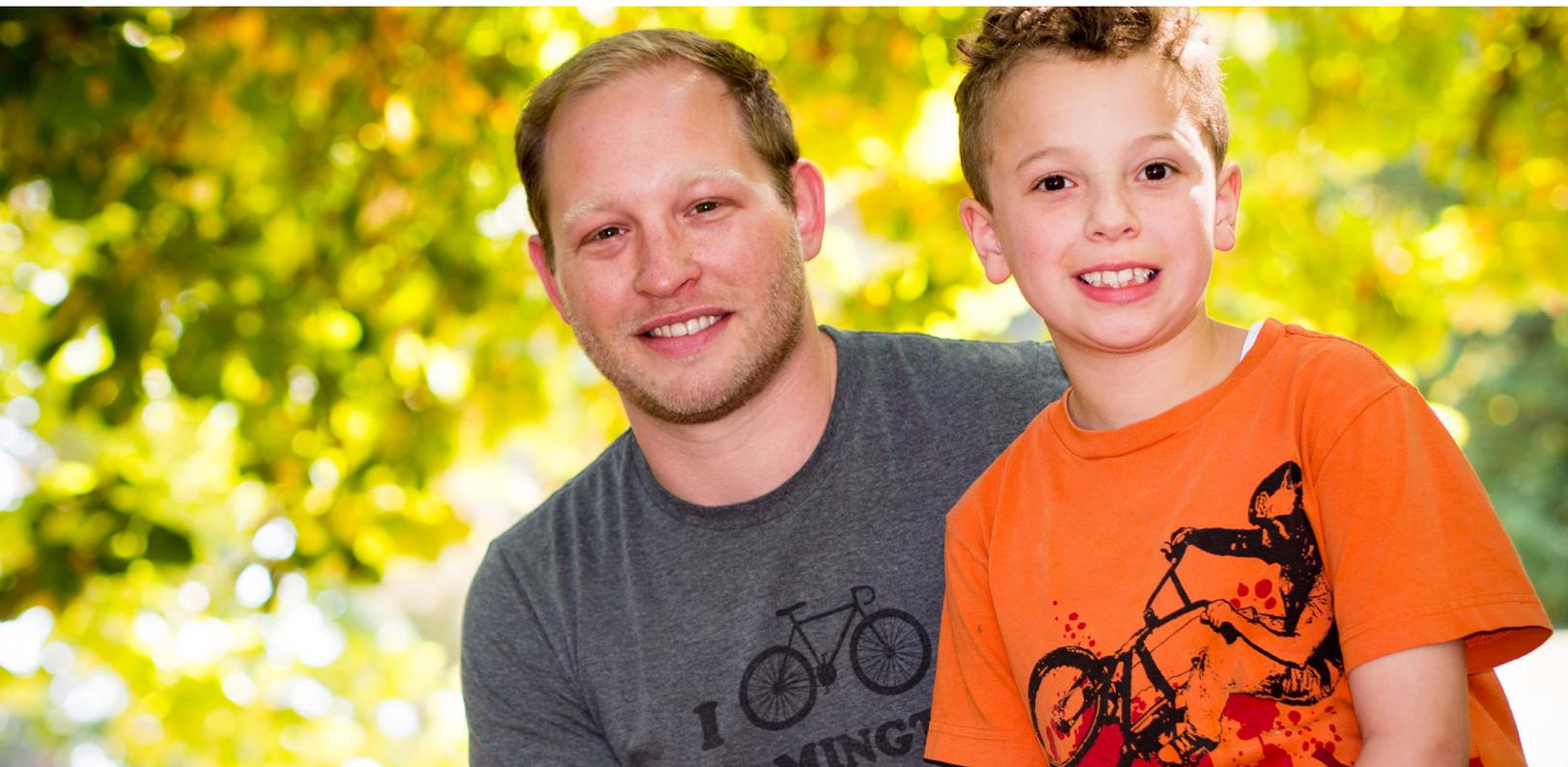
## VISION

All youth achieve their full potential.

[Click here for more information about BBBSPS's Community Based and Site Based programs.](#)

[Click here for more information about the organization such as impact of the programs, list of Board members, and recent financials.](#)

[To hear directly from some local Bigs and Littles, please click here.](#)



# THE POSITION

Reporting to and working closely with the Board of Directors, the CEO & President is responsible for providing input to and execution of BBBSPS's five year strategic plan. The CEO & President is the chief spokesperson focusing on leadership, management, justice, equity, diversity, and inclusion (JEDI), advocacy, communications, and relationship building. In addition, the CEO & President carries ultimate responsibility for day-to-day management and administration, finance and operations, external relations, programs, and revenue development within the policies established by the Board of Directors.

The 30-40 members of the Board of Directors represent a wide variety of companies and organizations throughout the service area. The executive committee of the board meets monthly with the CEO and the full board meets quarterly. The new CEO & President will lead a staff of more than 30 plus contractors and manages an annual budget of about \$3.4M for FY 2021. The CEO & President currently has up to eight (8) direct reports: Chief Development Officer, Vice President of Programs, Vice President Innovation and Transformation, interim Chief Financial Officer, Executive Director - Tacoma/Pierce County, Donation Center Manager, Human Resources Manager, and Executive Assistant.



This is an excellent opportunity for a leader with a commitment and passion for helping build strong relationships between youth and their mentors. With measurable, demonstrable positive impact on the lives of the youth and their families, a solid financial position, dedicated and hardworking staff members, a recognizable brand, and an engaged, supportive Board, BBBSPS attracts generous support from a diversified donor base and from the area's broad corporate community.

# OPPORTUNITIES FOR IMPACT

## STRATEGIC PLANNING

- Work with the Board, staff and other stakeholders to inform a vision and strategy to develop the next 5-year plan.
- Set and execute an annual operating plan aligned with the 5-year plan, mission, and justice, equity, diversity, and inclusion (JEDI) goals of the organization.

## OPERATIONS ENHANCEMENT

- Work with staff and Board to implement a post-COVID operations plan.
- Create and implement a workforce plan to continue to recruit, develop and retain highly skilled and committed professionals.

## PROGRAM DEVELOPMENT

- Evaluate and assess current mentor-to-youth matching process, as well as existing challenges for program participants, then make recommendations that 1) continue to shorten the time to match, 2) maintain high quality standards, and 3) address and alleviate barriers.



- Take advantage of the increasing power of technology to help scale programs and matches to serve more youth and mentors more efficiently, and with an enhanced user experience.
- Explore innovative program avenues for right-sizing the number of children BBSPS serves relative to the size of the territory it covers.

## EXTERNAL RELATIONS

- Consistent with the mission, continue to build relationships and partnerships with corporations, government agencies, and other community organizations to support BBSPS's work.
- Collaborate with current development team members, the Board and others to advance the organization's development goal to increase philanthropic support specifically from individual donors.
- Continue emphasis on identifying mentors of color to provide culturally appropriate matches and role models for Big Brothers Big Sisters youth.
- Utilize current and future key performance indicators, quality metrics, and outcome measures to enhance the organization's ability to tell its story and inspire donors' confidence in BBBS' leadership position in mentoring programs.



# LEADERSHIP ABILITIES

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferable skills. BBBSPS is seeking candidates with a compelling combination of demonstrated experience and skills in some, or all, of the following areas:

- Experience as a CEO, Executive Director or senior staff member leading and growing an organization, division or department of significant size and scope. This may include nonprofit, for-profit, or public sector organizations or a combination thereof.

## **COMMITMENT TO:**

- Ignite the potential of youth through the effective implementation, evaluation, and constant improvement of BBBSPS programs.
- Justice, equity, diversity, and inclusion.
- Transparency, integrity, and setting and maintaining the highest ethical standards.
- Lead with courage, compassion, understanding, resiliency, empathy, calm, and patience.
- Build and foster strong, collaborative community connections.

## **ABILITY TO:**

- Effectively manage organization growth and change.
- Inspire confidence in staff members, Board members, and among funders and other external community members.
- Identify and secure new funding sources that allow BBBSPS to increase the number of people served.
- “Sell” the vision of the organization to funders and donors to help BBBSPS meet the demand for services in the community.
- Communicate effectively one-on-one, in small groups, in writing, and in front of larger audiences.
- Empower, mentor, motivate and engage staff and volunteers.
- Model the values of the organization, as well as the principles of justice, equity, diversity, inclusion, and access.
- Develop, set, and share a vision and high-level objectives for the organization.
- Identify and evaluate new, innovative and creative approaches to fulfilling the organization’s mission in alignment with the strategic plan.



# THE PROFILE

[BBBSPS](#) is seeking a skilled, approachable team builder who ensures that the right people are in the right roles at the right times, and fosters commitment, trust, high performance standards, and collaboration among multi-cultural leaders and stakeholders internally and externally. The right CEO & President possesses a high-level of broad business and management skills and effectively manages financial resources. They are relationship oriented, understand that people come before process, and astutely cultivate and manage relationships toward a common goal.

Mission focused at all times, the CEO & President plays a key leadership role by informing the vision and strategic plan for the organization's future, implementing the plan, ensuring operational excellence, and desired impact and reach. They will inspire Board, staff, and other stakeholders to continually improve and enhance the organization's effectiveness. The CEO & President is a central and visible leadership role in the agency and requires focus on external relations, fundraising, partnership building, branding, networking, and collaboration. Finally, the CEO & President is keenly aware of the magnitude of the role of volunteers at all levels (e.g., mentors, Board Members) in the success and future growth of BBBSPS, and strives to honor and recognize their vital contribution.





## COMPENSATION AND BENEFITS

This is a full time, exempt position with a target starting salary range of \$150,000 – \$180,000 depending on experience. We also offer a generous benefits package including: employer paid medical, dental, and vision coverage; Flexible Savings Account (FSA); paid time off that includes vacation, sick leave, nine (9) paid holidays, and two floating personal days; a 401(k) with employer match; and life and disability insurance.

## TO BE CONSIDERED

The position is open until filled with a priority deadline of:

**June 14, 2021**

Candidate materials are reviewed on an on-going basis and initial interviews will begin by late-May. Please submit a resume and a two-page (or less) cover letter addressed to the Search Committee at <https://valtasgroup.recruiterbox.com/jobs/fk0ulim/>

**Please upload the resume and cover letter as a single, combined WORD or PDF document.** You may direct questions to Mr. Ed Rogan at [ed@valtasgroup.com](mailto:ed@valtasgroup.com) or 206.697.8428.

*Big Brothers Big Sisters Puget Sound is a progressive, equal opportunity employer committed to creating a welcoming work environment. BBBSPS and the Valtas Group do not discriminate on the basis of age, race, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation. We are committed to a diverse, socially just, and welcoming work environment and people of color, people with varying abilities, and people of all sexual orientations and gender identities are especially encouraged to apply.*





## ABOUT VALTAS GROUP

We are proud of our work as [Interim Executive Directors](#), supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change. We [lead the search process](#) in [partnership with the board](#) and staff leadership, as consultants for [recruiting and search](#) to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs. [Contact us](#) to learn about our [executive interim and placement services](#) and keep your organization moving during any transition or major change.

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