

WE ARE HIRING A NEW

# *Executive Director*



An exciting opportunity to lead the Martha's Vineyard Boys & Girls Club is open and we are looking for our next Executive Director to make a positive impact on kids' lives. We are looking for candidates that will lead the overall planning and operation of the organization while providing leadership, direction and support to the Board of Directors.

Boys & Girls Clubs mission is to enable all young people, to reach their full potential as productive, caring, responsible citizens. You will be responsible for bringing this mission to life in this community, as you work to ensure that the kids and teens in your care achieve great futures by providing a safe and fun space, an engaging Club Experience, and managing caring professionals to guide them along the way.

If you have questions or would like to apply, please submit your resume and cover letter to [executivedirectorsearch@mvmclub.org](mailto:executivedirectorsearch@mvmclub.org)



**MARTHA'S VINEYARD**  
BOYS & GIRLS CLUB

*Martha's Vineyard Boys & Girls Club is an Equal Opportunity Employer*

# RESPONSIBILITIES

## LEADERSHIP

- Ensure the effective operation and delivery of programs within the Club and community: Support the organization's mission and principles;
- Maintain an environment that facilitates the achievement of youth development outcomes and uses outcome measures to demonstrate effectiveness;
- Establish and monitor adherence to policies and procedures; and implement programs, services and activities that support youth development outcomes

## STRATEGIC PLANNING

- Ensure and oversee a strategic planning process that results in the development and implementation of a quality strategic plan.
- Identify and evaluate opportunities for improvement and implement plans to improve using KPIs and data analytics.

## RESOURCE DEVELOPMENT

- Ensure the annual budget is funded and the organization has adequate cash flow.
- Oversee the develop strategic plans to generate revenue through a variety of fundraising techniques. Identify, cultivate, solicit donors. Oversee planning and implementation of special events.
- Provide guidance to staff and volunteers performing resource development functions.

## Resource Management

- Develop, implement and monitor the Club's annual budget.
- Implement administrative and operational systems to support effective operations. Ensure productive and effective staff performance, with a focus on Club and child safety; provide guidance, feedback and opportunities for professional development

## Technology

- Ensure development, implementation and monitoring of plans for updating existing technology and resources
- Ensure the maintenance of Club technology and information systems

## Partnership Development

- Develop strategic alliances with community leaders and local officials. Develop collaborative partnerships with other youth-serving organizations, members, parents, families, funders and community organizations.

## QUALIFICATIONS

- Bachelor's degree from an accredited college or university preferred
- Minimum of 5-7 years experience in managing programs or operations in a non-profit agency or Boys & Girls Club with at least two years in a leadership capacity; or an equivalent combination of experience
- Thorough knowledge of: the mission, objectives, policies, programs and procedures of Boys & Girls Clubs
- Demonstrated ability to plan and implement effective operations
- Leadership skills, including negotiation, problem-solving and decision making
- Strong communication skills, both oral and written
- Ability to establish and maintain effective working relationships with the Board of Directors, staff, community groups and other related agencies
- Basic knowledge of asset management including financial resources and property

## ADDITIONAL RESPONSIBILITIES

- May be assigned special projects periodically by the Board of Directors.
- Guides, supports and serves the Board of Directors in establishing goals and developing policies, procedures, budgets and programs that fulfill the mission of the Boys & Girls Club.
- Currently the Martha's Vineyard Boys and Girls Club is pursuing the construction and development of a new facility adjacent to our current building. We are looking to complete the funding for this project with the help of our Capital Campaign. The new director will be at the forefront of this Campaign; working with our Capital Campaign Committee and being out front in the community to help us navigate this project and to bring all the possibilities of such an endeavor to light.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*