To inspire and enable all young people, especially those who need us most in the Bellport Area and increasingly from the South Shore, to realize their full potential as productive, responsible and caring citizens.

March 30, 2021

Position Specification
Chief Executive Officer
Boys & Girls Club of the Bellport Area

The Opportunity
The growing Boys & Girls Club of the Bellport Area (BGCBA) is looking for our next Chief Executive Officer to make a positive impact on kids’ lives. We are seeking candidates who will oversee the overall planning and operation of the Club, providing leadership to the staff, inspiration to the community and support to the Board of Directors. The CEO is responsible for bringing the organization’s mission to life, working to ensure that area children and teens thrive in a safe and engaging Club, and managing caring professionals to guide them along the way.

Across the country, 54% of Club alumni said the Club saved their life; the impact the Club and its leadership team have on these kids’ and teens’ lives can be life changing.

In addition to serving the local community in Bellport and its nearby towns, the Club looks to increase its impact in Suffolk County more broadly. This will require a two-pronged approach: improving the effectiveness and efficiency of current programming and increasing the number of youth served. The new CEO will be tasked with setting the vision, garnering the community’s support and harnessing the resources to achieve this two-fold strategy.

About the Organization
The Club was founded in 1965 as the Bellport Area Community Action Committee, Inc. In 1996, it affiliated with the Boys & Girls Clubs of America (BGCA) as Boys & Girls Club of the Bellport Area. Today, it provides a safe place to learn and grow; on-going relationships with caring, adult professionals; life-enhancing programs and character development experiences in vital areas such as academic success, good character and citizenship, and healthy lifestyles. Drawing on volunteers, mentors, tutors, donors, the staff works collectively and collaboratively to put children on the path to a great future.

Club Programs take place in a state-of-the-art facility where Club members enjoy time learning and having fun in their junior and teen learning centers, the David & Mildred Morse library, teaching kitchen, art and dance studios, computer room, full-size gymnasium and theatre/community room. Local civic groups, such as Playcrafters, the local community theatre, also use these excellent facilities for their own programming.
In addition to serving the children of the area, we are happy to be able to extend our services to the families of the community. We offer Club-facilitated community programs and have partnered with organizations and corporations to provide a variety of services including facility rental.

**The CEO’s Key Responsibilities**

Reporting to the Board of Directors, the CEO is responsible for:

- Implementation of strategic plans as set by the Board of Directors, as well as annual goals and objectives; financial, program and administrative management; and leadership of the organization. Guidance and direction are provided by the Chair of the Board and its Executive Committee.
- Design and delivery of the Club’s program services to ensure achievement of the mission and goals of BGCBA in collaboration with and support of the Board of Directors.
- Promotion of Boys & Girls Clubs services to individuals, other service organizations and the local community with a focus on collaborative communication.
- Management of marketing and resource development, including grant writing and participating in public relations and fundraising programs and activities.
- Establishment of financial goals and budgets
- Oversight of resource management to ensure stable financial operations and legal compliance.
- Development and monitoring of administrative and operational policies and procedures.
- Planning and implementation of staffing requirements including recruiting, training, mentoring and evaluating both paid and volunteer staff.
- Support of the Board of Directors to sustain an effective and motivated Board, including providing timely and comprehensive data, identification and recruitment of highly committed volunteers, donors and other supporters, and involving Board members in meeting the goals of the organization.
- Serve in a leadership role in organization’s Safety Committee and as a key player in the development of institutional policies, procedures, and practices ensuring that the organization and all unit Clubs are in compliance with local, state and federal safety requirements and the Membership Requirements of Boys & Girls Clubs of America at all times.
- Ensure that the organization is in compliance with membership and other requirements or standards of Boys & Girls Clubs of America, other affiliated and regulatory agencies and that the organization has standards and measures in place that define effective safety practices, train to those annually, and identify vulnerabilities and strategies to mitigate risks.
- Serve as point of escalation, feedback and approval for reportable Club incidents ensuring that all accident and incident reports are completed, up-to-date and submitted to the administrative office for archiving.
- Special projects as assigned by periodically by the Board of Directors.

**Leadership Skills**

- Strategic Orientation - The ideal candidate will be able to draw on senior management experience in several different operating environments, able to not only set a compelling vision for BGCBA but to assess current strengths, weaknesses, opportunities and threats (SWOT), set priorities accordingly and develop a strategy & structure to realize that vision and drive supporting plans and programs.
Team Building – The candidate will have a strong track record of building effective teams, increasing the capacity of the existing staff and raising the level of expertise of those they bring into the organization. They will also forge a strong partnership with the Board of Directors.

Community Leadership - The candidate will also be a recognized leader in the community and be viewed as a peer among business leaders and other pillars of the community. They will be able to leverage excellent communication skills to build and engage a network of a broad range of stakeholders. They will share the BGCBA vision with that network and engage them in that vision to garner their support. Additionally, this leader will have the social range to connect, not just at the senior executive and Board level, but also with the kids the Clubs serve, serving as a role model and mentor.

Results Orientation - The successful candidate will have a track record of consistently delivering results in dynamic situations involving multiple stakeholders (e.g., school district, social service agencies, key donors, etc.). These results will relate not only to improvements in service quality but in broad community engagement. Being able to drive internal results (e.g., cost management, eliminating wasteful practices, improved quality) and external results (fundraising, brand awareness, advocacy) will be equally important.

**Required Knowledge, Skills and Abilities**

- Demonstrated ability to organize, direct, plan and coordinate operations in a multi-unit organization.
- Leadership skills, including negotiation, problem-solving, decision-making and delegation.
- Strong communication skills, both oral and written; ability to speak effectively and persuasively to groups and individuals.
- Demonstrated competency and ability in establishing and maintaining effective working relationships with a Board of Directors, staff, community groups and other related agencies.
- Knowledge and expertise in asset management, including financial resources and property.
- Detail-oriented and knowledgeable of daily business operations such as HR functions, regulatory compliance and accounting principles.

**Education and Experience**

- Bachelor’s degree from an accredited college or university required; advanced degree preferred.

**Preferred Skills and Competency**

- The mission, objectives, policies, programs and procedures of Boys & Girls Clubs
- The principles and practices of nonprofit organizations and their management
- Resource development, grant writing, and fundraising
- English-Spanish fluency

**Compensation**

- Compensation and benefits will be competitive and commensurate with education and experience.
Board of Directors
https://bgcbellport.org/about-the-club/board/

Location
Suffolk County is the easternmost county in New York State; the Bellport area is in the town of Brookhaven and encompasses all of the South Country School District as well as parts of neighboring districts. As a whole, Suffolk County is home to both high-tech science at Brookhaven National Lab and Stony Brook University and traditional family farms and wineries in the rural East End. The county has many kid-friendly activities including museums, amusement parks, dog-friendly parks, a state-of-the-art ballpark, animal and vegetable farms, an aquarium, a planetarium, a wildlife park and two children’s petting zoos. It’s a great place to work, live, and raise a family.

Community Information
https://www.southcountry.org/district/community
https://www.suffolkcountyny.gov/
https://www.discoverlongisland.com/suffolk-county/home/
https://bellport.com/index.htm

A résumé and cover letter should be sent to Jeremy Vince to ensure full consideration.
Jeremy Vince, 404-487-5375, jvince@bgca.org