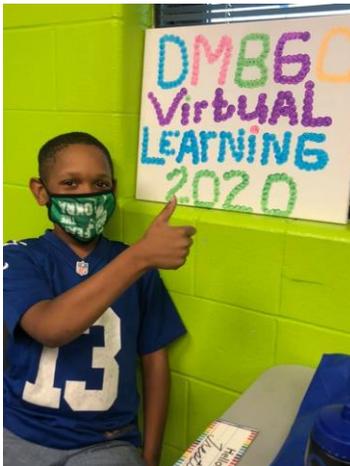




**DON MOYER
BOYS & GIRLS CLUB**

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

**Position Specification
Chief Executive Officer
Don Moyer Boys & Girls Club**



The Opportunity

An exciting opportunity to lead the growing Don Moyer Boys & Girls Club (DMBGC) is open, and we are looking for our next Chief Executive Officer to make a positive impact on kids' lives. We're seeking candidates who will lead the overall planning and operation of the organization – while providing leadership, communication, and support to the Board of Directors. You will be responsible for bringing the organization's mission to life, as you work to ensure that area kids and teens achieve great futures by delivering a safe and fun space, creating an engaging Club experience, and managing caring professionals to guide them along the way.

The ambition for the future of the organization is to be able to increase the DMBGC's positive impact on the community. One way to achieve that is to increase the number of youth served. Improving program efficacy is another way. Some combination of the two is the likely strategy for success. The new CEO will be tasked with setting the vision, garnering the community's support, and managing resources to achieve this two-fold impact improvement.

About the Organization

Founded in 1968 Don Moyer Boys & Girls Club officially became an affiliate member of the Boys & Girls Clubs of America in October of that year. In May of 1969, the Club purchased and moved into an old church building at 201 East Park, Champaign. A 1.45-million-dollar renovation took place in 1994. The old structure was converted into a gymnasium, and an 11,000 square foot addition was built on the east side of the old building. The Champaign, Park Street location continues to be our main program site location. However, over the years the Club has also established other service sites in the community, including a school site in Rantoul, as well as operating our elementary programs out of the newly-constructed Martens Center beginning in November 2022.



DON MOYER BOYS & GIRLS CLUB

The after-school hours and summer non-school days can be some of the most threatening times for young people, especially those who are challenged with difficult economic, family and neighborhood environments. Our work at DMBGC is to be a beacon of safety, support, and hope for all youth in our community. With a focus of providing programs and services to youth at each site location as well as in the community, our doors and our arms are open wide to give young people:

- A safe place to learn and grow
- Ongoing relationships with caring, adult professionals
- Life-enhancing programs and character development experiences
- Engaging, fun, memorable experiences
- Hope and opportunity

Priority Outcomes

Our Club provides the services and programs to help boys and girls make positive life choices. From education and career programs to health and life skills, our staff and volunteers help inspire youth by providing an opportunity to belong, succeed and serve their community. Our programming focuses on the 5 Core Areas set by the Boys & Girls Clubs of America.

1. *Character & Leadership*: programs are built around helping youth become responsible, caring citizens and acquire skills for participating in the democratic process is the main thrust of these programs. They also develop leadership skills and provide opportunities for planning, decision-making, contributing to Club and community and celebrating our national heritage.
2. *Career & Education*: programs focus on three approaches: academic enrichment and school engagement; targeted dropout prevention; and intensive intervention and case management. Our aim is to ensure that all Club members graduate from high school on time, ready for a post-secondary education and a 21st-century career.
3. *Health & Life Skills*: programs develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.
4. *Sports & Recreation*: programs help develop fitness, a positive use of leisure time, reduction of stress, appreciation for the environment and social and interpersonal skills.
5. *The Arts*: programs enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

Key Responsibilities



DON MOYER BOYS & GIRLS CLUB

- Responsible for the 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 Board of Directors, its Chair, and the Executive Committee.
- Promote Boys & Girls Clubs services to individuals, other service organizations and the local community with a focus on collaborative communication. Acts as the face of the organization.
- Direct and participate in public relations and fundraising activities; lead activities to raise funds or otherwise solicit and gather monetary donations or other gifts for the organization.
- Establish goals and budgets; develop policies and procedures.
- Monitor and approve the organization's program services to ensure achievement of the mission and goals of DMBGC in collaboration with and support of the Board of Directors.
- Oversee management and attainment of resources necessary to ensure the stable financial operations of the organization are conducted in accordance with applicable laws.
- Oversee staffing activities of the organization, including recruiting, training, mentoring, and evaluating both paid and volunteer staff.
- Provide leadership to Club staff by developing administrative and operational standards by which goals will be met.
- Provide professional leadership with the Board of Directors to ensure the development of an effective and motivated Board, including identification, recruitment, training, and involvement of the Board members in meeting the goals of the organization.
- Oversee the organization's Safety Committee and serve 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. Ensure that the organization has standards and measures in place that define effective safety practices, that staff are trained annually on those practices, and identify vulnerabilities and strategies to mitigate risks.
- Ensure that the organization is in compliance with membership and other requirements or standards of Boys & Girls Clubs of America and other affiliated and regulatory agencies.
- 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.
- May be assigned special projects periodically by the Board of Directors.
- Reports to the Board of Directors.



Leadership Skills



DON MOYER BOYS & GIRLS CLUB

- Strategic Orientation - The ideal candidate will be able to draw a high level of insight from having successfully led in several different operating environments. The candidate will not only be able to set a compelling vision for the organization but will also be able to develop a strategy & structure to realize the DMBGC vision and drive supporting plans and programs. The ability to assess current strengths, weaknesses, opportunities, and threats (SWOT) and set priorities accordingly will enable this leader to position the organization for continued success in the years to come.



- Team Leadership - This leader will have a strong track record of building effective teams. They will be able to increase the capacity of the existing staff and raise the level of expertise of those they bring into the organization. They will also be a recognized leader in the community and be viewed as a peer among business leaders and other pillars of Champaign's community. 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.
- 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 will also relate to broad community engagement. Being able to achieve internal results (e.g. cost management, eliminating wasteful practices, improved quality) and external results (fundraising, brand awareness, advocacy) will be equally important.
- Collaboration & Influencing - This leader will have demonstrated a track record of building and sustaining effective relationships with internal and external stakeholders alike. They will be particularly good at forging partnerships and working with a Board of Directors. 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 DMBGC vision with that network and engage them in that vision to garner their support.

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.
- Demonstrated ability to supervise professionals and other staff/volunteers who may be in distant subunits of the organization.
- Knowledge of and experience with principles of asset management, including financial resources and property.
- Demonstrated skills and competency in the following areas preferred: the mission, objectives, policies, programs and procedures of Boys & Girls Clubs; the principles and practices of nonprofit organizations and their management; and resource development activities and sources of funding.



DON MOYER BOYS & GIRLS CLUB

Education

- A Bachelor's degree from an accredited college or university, or equivalent work experience considered; advanced degree preferred.

Compensation

- Compensation and benefits will be competitive and commensurate with education and experience.

Board of Directors

<https://dmbgc.org/about/board.html>

Location

At the crossroads of Interstate 57, 74 and 72 sits Champaign County, a micro-urban oasis that enjoys the benefits of a big city with the charm of a small town. With the University of Illinois at Champaign-Urbana as the hub of the community, the greater Champaign County area offers a thriving arts and culture atmosphere combined with top-notch dining options, sporting events, museums and technology and wide open spaces. Throughout the year, we are home to hundreds of events, large and small, from film festivals, marathons, pride events, intimate music concerts and street performances. Our community has captured the hearts of its residents, in addition to many visitors around the world, receiving notable recognitions solidifying our community as "Outside of Ordinary!"



Community Information

<https://www.champaigncounty.org/>

<http://www.co.champaign.il.us/HeaderMenu/Home.php>

<https://www.visitchampaigncounty.org/>

<https://www.dmbgc.org>

For full consideration, a résumé and cover letter should be sent CEOsearch@dmbgc.org by November 30, 2022.