

Big Brothers Big Sisters of Metropolitan Chicago

2007 Position Announcement

DuPage County Regional Director

Reports To:

CEO-BBBS Metro Chicago

Status:

Exempt – Full Time

Position Summary

To develop a Strategy and position Big Brothers Big Sisters of Metro Chicago (BBBSMC) in the DuPage County marketplace as the preferred charity of choice in giving and volunteering and secure the immediate and future needs of the agency.

Position Responsibilities

- Position responsibilities include but not limited to:
 - Building /strengthening new regional market for BBBSMC
 - Identification and cultivation of relationships with key community Leaders and organizations
 - Recruiting mentor volunteers through community presentations
 - Prospect, cultivate, and manage new mentor rich organizations
- Plans, manages and directs efforts to produce match growth. Develop partnership relationships with mentor rich organizations including, corporate, service and faith-based organizations. Attract corporate and individual support for the Agency's priorities and provide leadership for overall healthy market growth. This includes but is not limited to:
 - New Business Development of corporate partners who give funding and mentors
 - Access viable sponsorship and future events including BFKS, Celebrity Golf, Gala for market
 - Identify and prospect for individual donors
 - Access need and viability of Board of Directors versus Advisory Board, make determination at end of year one in market.
 - Develop best funding and volunteer solicitation strategies for various markets,
 - Writing and/or overseeing drafting of proposals, reports and other correspondence with corporate partners and donors, ensuring appropriate acknowledgment and event recognition for these donors,
 - Track all activity,
 - Responsible for designing strategies to achieving mentor growth in conjunction with VP of Programs
 - Development of partnerships from mentor rich organizations in conjunction with Director of Partnerships
- Coordinate Regional Board activities, including Board Development, Board meetings and related duties should a Board of Directors or Advisory Board be in existence.
- Provide CEO with comprehensive reports, monthly on all development and volunteer recruitment matters.
- Ensure that all resource development activities are in accordance with agency policies and procedures, are updated on a regular basis and ensure growth.
- Works with relationships to ensure appropriate presence and visibility of agency in the community.

Position Competencies

- Meet regional fundraising goals prescribed by annual budget approved by BBBSMC leadership and Board of Directors.
- Team with various agency departments to reach goals.
- Meet recruitment goals designated by grants and regional recruitment goals
- Meet Board development goals if designated.
- Meet, call, and cultivate a minimum of 15 - 20 existing and new accounts per month.
- Business Acumen – In-depth understanding of corporate workings, decision making process, and how to successfully navigate various levels of a corporate organization. Comfortable meeting with senior executives and mid-level/ front line managers.
- Ability to successfully demonstrate sales mastery – has a proven track record in sales, is comfortable making cold calls and setting up appointments, feels confident in asking for the sale and talking about money and volunteering, and has a strong drive for success, has written goals that are specific and measurable. Knows how to do consistent, effective prospecting – knows how many calls to make daily, makes the agreed upon calls, is proactive in getting referrals.
- Strategic Agility – Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
- Interpersonal Savvy – Relates well to all kinds of people, up, down and sideways, inside and outside the organization; builds appropriate rapport; listens; builds constructive and effective relationships; uses diplomacy and tact; truly values people; can diffuse even high-tension situations comfortably.
- Results – Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- Innovation Management – Has good judgment about which creative ideas and suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in the marketplace; is good at bringing the creative ideas of others to market.
- Presentation Skills – Is effective in a variety of formal presentation settings; one-on-one, small and large groups, with peers, subordinates, and bosses; is effective both inside and outside the organization, on cool data and hot and controversial topics; commands attention and can manage group process during the presentation; can change tactics midstream when something isn't working.
- Managing Vision and Purpose – Creates and communicates a compelling and inspired vision or sense of core purpose; sees beyond today; sees possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organizations; is charismatic.
- Perseverance – Pursues everything with energy, drive and a need to finish; seldom gives up before finishing; especially in the face of resistance or setbacks.

Position Requirements

- A belief in the Mission and Vision of BBBS
- Bachelor's Degree preferred – and five to ten years of successful fund development or sales experience. Sales management experience preferred.
- Articulate, succinct and persuasive oral and written communication and public speaking skills
- Ability to lead meetings
- High level of efficiency and organization - be a self-directed team player
- Must be willing and able to work an average of 50-55 hours per week;
- Must be willing and able to travel throughout Metro Chicago and DuPage County
- Must be willing and able to work with diverse populations
- Must be willing and able to accept changes to accommodate job responsibilities
- Must have reliable transportation
- Must be available to attend events in the early morning, evening and weekends

If interested in applying, please forward your resume,
cover letter and salary requirements to:
BBBSMC, Attn: Human Resources
560 W. Lake St., 5th Floor, Chicago, IL 60661
or fax to: (312) 427-0760
or email to: humanresources@bbbschgo.org