



Job title: Executive Director

Job summary: Provide overall management and leadership in implementing the mission and goals of Bridge Builders Alabama as directed by the Board of Directors

Location: Montgomery, AL

Salary Range: \$38,000-\$48,000 depending on qualifications and experience

Qualifications:

- Related Bachelor's Degree (e.g. Business Administration in not-for-profit management, Recreation Management, Upper School education) or equivalent experience
- Experience in managing a community based volunteer agency or youth leadership/development
- Experience in initiating, planning, implementing and evaluating programs and services

Working relationships:

- Staff
- Board and Ad Hoc Committees
- Students and Parents
- High School Administrators
- Non-profit Partnerships
- Donors and Granting Organizations

Responsibilities:

Develop, plan and deliver programs and services

- Develop the curriculum for the Junior and Senior conferences
- Provide full time, on-site, management of Summer Conferences, including staff training/management, risk management, student discipline, summer program, and public relations, including parents, donors, and board.
- Develop and manage the school year programs and projects for the Junior and Senior Bridge Builders
- Develop and implement the student recruitment program in area high schools for Bridge Builders students, including current schools and developing new schools

Implement board policy and decisions

- Keep Board informed of significant issues affecting the development and delivery of programs and services

Monitor and oversee financial management of the organization

- Ensure that operations established in the annual budget are achieved and the control of operating expenses within budget
- Maintain relationships with funding sources and prepare funding proposals and grants
- Update development presentation and assist development chair and other board members in soliciting funds
- Serve on and support Annual Wine Party fundraising event committee
- Assist the Montgomery Dragon Boat Board of Directors as directed by the BBA board

Manage Staff and Volunteers

- Recruit, train and manage all paid staff, volunteers and AmeriCorps VISTAs

Establish, maintain and advance community relations

- Initiate and develop relationships with a broad range of community sectors including: city communities, all levels of government, other non-profit organizations, and business organizations
- Act as spokesperson for the organization at all opportunities

Please submit cover letter and resume to Toby Roth, BBA Board Chairman at pbuckelew@capitolresourcesllc.com