

The Cleveland Kids' Book Bank is seeking an

EXECUTIVE DIRECTOR

to take our organization to the next level! The individual in this leadership role will direct and oversee all facets of our work, from basics to long-term vision, lead, and mentor a terrific work team, drive fund-raising and development, and maintain and further build our outstanding reputation and track record throughout the community.



The Executive Director of Cleveland Kids' Book Bank is the driving force in our organization. The individual in this role is charged with strategic, operational, and fundraising responsibility for the entire organization. Further, this individual is charged to work collaboratively with Board, donors, staff, volunteers, and community partners to achieve these key goals and others that may be established by the Board of Directors:

- distribute books that engage and inspire children to be lifelong readers and that meet the diverse needs of our community
- leverage the impact of our books by sparking and supporting collaborative book- related programming
- strengthen our infrastructure to support change and ensure long-term sustainability.
- serve as the face of the organization throughout the community, including maintaining strong connections with partners, donors and supporting organization and individuals.

This Executive Director will manage a small staff, develop and nurture relationships in many sectors of the community, continually assess and expand the impact of our work, expand financial resources and support, and bring enthusiasm, passion and creativity to the organization.

DUTIES AND RESPONSIBILITIES

Leadership and Community Relations

1. Steer and strengthen the organization to expand impact and achieve strategic goals
2. Lead the mission and vision of the organization, along with the Board, so that CKBB is known in the community as a high-impact stellar service organization

3. Nurture relationships with key funders and donors; expand donor and funding base to achieve financial goals and maintain financial stability
4. Be responsive to the wide range of diversity, culture, and unique differences of everyone in the community we serve by creating an organization committed to inclusion
5. Actively engage and energize CKBB volunteers, board members, partner organizations and donors to further the mission
6. Implement strategic plans based on data-driven analytics, achievable action plans and realistic financial commitments and expectations
7. Cultivate relationships with Cleveland's community leaders and change-makers, local media and critical partners throughout the broader geographical region
8. Represent CKBB to the community by communicating our vision, values, and services in public presentations and other relevant opportunities
9. Solicit and act upon feedback from funders, volunteers, and partners to continually improve our work.

Management

1. Hire, coach, develop and retain a diverse and qualified staff; ensure that CKBB is a great place to work
2. Work with the Board of Directors to ensure that committees and all Board efforts have the organizational information and support needed
3. Inform the Board regularly of internal organization matters, including staffing issues, funding and financial status, program successes and priorities, etc.

Operations

1. Identify and implement creative, cost-effective methods for delivering services to our clients and partners
2. Prepare and manage realistic and reasonable budgets and projections
3. Recommend and implement needed information systems and equipment upgrades
4. Implement effective warehousing and distribution operations
5. Ensure that CKBB follows relevant state and federal laws, regulations and practices, including human resources compliance and standard accounting practices

QUALIFICATIONS

1. Bachelor's degree from accredited college or university or equivalent experience; master's degree preferred
2. 4-6 years successful experience in managing programs or operations in a nonprofit or related environment at a senior level
3. Passion for our mission
4. Demonstrated ability to organize, direct, plan and coordinate operations
5. Successful and motivational people/team management and supervision
6. Experience in fundraising from a broad and diverse set of supporters, including individuals, corporations, and local foundations
7. Strong, clear oral and written communication skills; excellent presentation skills
8. Proven ability to establish and maintain effective working relationships with Board, staff, volunteers, community groups and partners
9. Commitment to results: a 'can-do' mindset and a commitment to accountability
10. Understanding of the dynamics of the communities we serve, the funding community and community partners
11. Proven pattern of career success along with strong work ethic
12. Knowledge of computer systems, including MS Office and others
13. Exceptional interpersonal skills

JOB STATUS

Full-time; exempt

\$90,000.00 - \$110,000.00 per year

Please submit resume and cover letter to hrtkbb@gmail.com.

NOTE: Applications will be accepted through July 30.

The Cleveland Kids' Book Bank is an equal opportunity employer that values diversity.

Applicants will not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, or medical condition. All employment is determined based on qualifications, merit, and business need.