



Big Brothers Big Sisters of Eastern Missouri is a growing organization and always focused on taking the best care of its many constituents. It is the 6th largest affiliate in the nation and for over 6 years been the leader in quality service. It focuses its services on youth ages 5-25. Our Mission: *We build trusting and enduring relationships that encourage and support young people*

Position: Director of ABCToday Schools

POSITION PURPOSE: The primary goal of this position is to ensure children, youth and young adults, served in our ABCToday Schools program and Navigation/Resource service enjoy the full benefits of our Roadmap - Theory of Change Framework.

Core Job Responsibilities

Lead ABCToday Team and Develop Managers:

- Create development plans for direct reports, as a group and as individuals. Consider the skills for individual and team develop and create pathways to learning. Meet individually with members to determined opportunities for growth – in areas of responsibilities and interests. Create processes to track and improve employee progress.

Lead ABCToday Outcomes and Track Impacts of Work:

- Ensure consistent implementation of the school wide approach across all regions and the collective impact model is effective through outcomes and impacts measured. Ensure that reporting mechanisms are simple and easy to understand and there is accurate, timely reporting. Collaborate with the Chief Partnership Officer to fully understand data and use in ABCToday School model

Partnership Engagement:

- Work with ABCToday Network Managers to identify, recruit and onboard ABCToday Network Partners to support work in each school. Develop feedback opportunities for ABCToday Network partners to measure experience and satisfaction.

Development of Intensive Supports:

- Work with staff to identify 60 students within ABCToday schools to provide support, resources and interventions. Determine the outcomes and impacts that need to be tracked on a quarterly basis. Encourage communication and collaboration between 1:1 mentoring staff in the support of intensive support students. Establish process for utilization of agency database for intensive support case management.

EDUCATION & RELATED WORK EXPERIENCE

EDUCATION AND EXPERIENCE

- *Bachelor's degree preferred*
- *3-5 years related work experience preferred*
- Knowledge of K-12 school and resource landscape
- Knowledge of computers and relevant software
- Knowledge of customer service principles and practices

QUALIFICATIONS

- Ability to lead a team of individuals and experience in management
- Strong planning and organization skills
- Excellent communication skills, including writing and proof-reading skills
- Ability to manage multiple projects and work with a variety of staff
- Excellent interpersonal skills

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

- Technology/computer skills needed. Proficient in the following platforms: MS Office Suite (specifically Word, Excel, & Teams); Outlook, & Zoom.
- Flexible work hours to meet the needs of schools, team members and community leaders/organizations including nights and weekends.
- Must have car, valid driver's license, and meet state required automobile insurance minimums

Typical Profile of a Big Brothers Big Sisters Team Member:

- Someone who knows how to make things happen.
- A thinker who can participate in a team environment to create and execute on new projects and goals.
- A self-starter who isn't afraid to work hard.
- Someone who understands what it means to "take ownership" and run with it.
- A planner who can map out the steps to success and follow through.
- Someone who is adaptable and quick on their feet.
- Someone who is curious – always on the lookout for the next opportunity, to create and/or improve.

COMPENSATION AND BENEFITS

- Salary will be based upon professional and academic experience (**salary range - \$57,000-\$60,000**)
- 401(k) – 3% match per year following first year of employment.
- .625 cents reimbursement on business miles and 100% of out of office parking for business meetings, etc.
- Immediate and 100% coverage on health and dental insurance.
- Life insurance, short term and long term disability insurance following the first ninety days of employment.
- 50% contribution toward daily parking in covered garage (employee covers approximately \$32.00 per month).
- After 90 days staff will receive 5 days of paid vacation and 10 days of paid vacation after one year of service.
- Accrue 1 day per month of sick leave (can also be used for family illnesses) – can carry up to 30 days of sick leave.
- 2 personal days per year following the first ninety days of employment.
- Annual raises based on performance, culture and agency's ability.
- 10 paid holidays.

TO APPLY

Send your cover letter and resume to hr@bbbsemo.org. No in-person or phone applications will be accepted. Please do not call or inquire in person.

Equal Employment Opportunity

BBBSEMO provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

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