

## **Executive Director Position Description**

Western Wellness Foundation and the Best Friends Mentoring Program is seeking an Executive Director to lead its organization. Our mission is making a positive difference in children and families, one at a time. The ED is appointed by and responsible to the Board and leads the development and attainment of our strategic goals.

### **Key Responsibilities:**

- Establish a personal presence within the community and serve as the organization's primary spokesperson to raise the public profile of BFMP.
- Develop a positive relationship with mentees and their families to engage them in the BFMP to help them reach their potential.
- Build an inclusive and diverse Board that is representative of the community.
- Use a collaborative approach with the Board and the staff to develop long-term strategic plan and an annual operating plan and budget.
- Build credibility in the organization and continue to develop the diverse and loyal donor base. Develop a develop plan to demonstrate the organization's value to potential donors to solicit their support with an emphasis on growing and diversifying funding streams, including individual and corporate gifts and sponsorships, annual giving and event sponsorships.
- Lead, motivate and monitor the performance of the staff to effectively serve BFMP clients and achieve the organization's strategic and operational goals.
- Work collaboratively with staff to recruit volunteer mentors and event/other volunteers to support our programs and serve BFMP clients.
- Work collaboratively with the Board and staff to develop and implement programs to achieve organizational goals.
- Develop with staff strategies to recruit, develop and retain the caliber of staff with the knowledge, skills, abilities and motivation to meet BFMPs objectives in serving at-risk school age children.
- Implement and maintain best practices for mentoring programs in accordance with the "Elements of Effective Practice for Mentoring™, Fourth Edition," published by the MENTOR: The National Mentoring Partnership (MENTOR).
- Implement and maintain policies and procedure for sound fiscal management and internal controls.
- Manage the fiscal performance of the organization, make necessary adjustments on an on-going basis to achieve budget objectives and keep the Board informed in a regular and timely manner of the financial performance vs. budget objectives.

### **Qualifications:**

- Minimum of a bachelor's degree in education, communications or a related field is required.
- At least 5 years previous experience in a related organization in a leadership role. Experience administering a program that serves children is a plus.
- Demonstrated capabilities to develop and implement a strategic plan in a collaborative manner with the Board and staff.

- Ability to understand and use financial statements as a management tool and has had previous operating budget experience.
- Successful personal fund development, marketing and public relations experience to effectively engage external stakeholders including funders, corporate partners, policy makers and influential community leaders to provide support to BFMP.
- Strong analytical, problem solving and program management skills.
- Demonstrated success in meeting or exceeding established organization objectives.
- An inclusive leadership style that endorses collaboration with clean decision-making authority.
- Effective oral and written communication skills with the ability to deliver group presentations.
- Excellent computer skills and proficiency in electronics communications and all related organization systems and programs.
- Effective time management skills in prioritizing and addressing multiple and at times conflicting demands.
- High energy with a sense of urgency and passion in responding to client needs.
- Possess a high level of personal and professional ethics and integrity.
- Commitment to the organization's culture and values.

**To apply:**

1. Submit via email to [EDSearch@bestfriendsnd.org](mailto:EDSearch@bestfriendsnd.org):
  - a. signed letter of interest
  - b. Resume'
  - c. 3 professional references
  - d. completed Consent to Background Check
2. Alternatively, you may mail or drop off all four documents in an envelope to:  
 Carter Fong, Board President  
 Western Wellness Foundation/Best Friends Mentoring Program  
 135 W. Villard St.  
 Dickinson, ND 58601
3. For any questions or clarifications, please contact Board President Carter Fong:  
[Carter.j.fong@gmail.com](mailto:Carter.j.fong@gmail.com)  
 701-300-2551

Salary range \$55,000 to \$65,000 DOE and qualifications. Health insurance, vacation, sick leave and other benefits to be discussed at interview.

Application deadline November 20, 2020.