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BOYS & GIRLS CLUB

OF LAC COURTE OREILLES

CHIEF EXECUTIVE OFFICER

Boys & Girls Club of Lac Courte Oreilles

REPORTS TO: Board of Directors

STATUS: Exempt

SALARY: \$75,000; commensurate with experience

PRIMARY FUNCTION:

The Chief Executive Officer (CEO) is the senior executive responsible for the overall strategic, financial, operational, and administrative leadership of the Boys & Girls Club of Lac Courte Oreilles. The CEO drives the mission of the organization through the oversight of quality programs, resource development, strong fiscal management, and community partnerships. This position includes direct supervision of management staff, oversight of grant-funded initiatives, business development, and compliance with all policy and reporting requirements.

KEY RESPONSIBILITIES:

Leadership & Management

- Provide inspirational leadership to advance the Club's mission, vision, and strategic priorities.
- Supervise and mentor a management team and staff of more than five employees, promoting a culture of collaboration, accountability, and continuous improvement.
- Establish and maintain a workplace culture that supports professional development and staff retention.

Strategic Planning & Execution

- Lead long-term strategic planning efforts aligned with youth development outcomes and community needs.

- Identify emerging trends, assess organizational capacity, and implement solutions for sustainable growth.
- Monitor and adapt strategic initiatives to meet performance benchmarks and community impact goals.

Grant & Program Management

- Oversee all aspects of grant lifecycle management including proposal writing, budgeting, compliance, implementation, and reporting.
- Work closely with the Club CFO to ensure accurate financial grant tracking, budget forecasting, and timely reporting to funders.
- Ensure all grant-funded activities meet funder expectations and align with organizational priorities.
- Maintain up-to-date knowledge of federal, state, tribal, and private grant opportunities relevant to Club programs.

Business Operations & Financial Oversight

- Collaborate with the CFO to develop and manage the annual organizational budget.
- Monitor financial performance, ensure proper fund allocation, and maintain strong internal controls.
- Evaluate business development opportunities and manage earned-income strategies to diversify funding streams.

Policy, Compliance & Program Reporting

- Lead the creation, revision, and enforcement of internal policies and procedures to ensure compliance with laws, regulations, and best practices.
- Oversee the collection and reporting of programmatic data, performance metrics, and evaluation results to funders, the Board, and community stakeholders.
- Ensure program delivery is high-quality, outcomes-driven, and consistent with Boys & Girls Club national standards.

Board Development & Governance

- Collaborate with the Board of Directors to ensure effective governance, fiscal oversight, and strategic alignment.
- Facilitate ongoing Board training, recruitment, and committee development.
- Provide timely and accurate reports and updates to the Board on organizational performance.

Community Engagement & Partnership Development

- Build strong, strategic relationships with tribal leadership, community stakeholders, local officials, youth-serving organizations, and funders.
- Advocate for the needs of youth and families within the community.

- Promote the Club as a central resource for positive youth development.

Marketing, Public Image & Donor Relations

- Serve as the primary spokesperson and face of the organization, maintaining a positive and professional public image.
- Oversee the Club's website and social media platforms, ensuring regular, engaging, and mission-aligned content that supports visibility and growth.
- Maintain and grow an excellent relationship with donors by practicing consistent donor stewardship, including personalized touches such as handwritten thank-you notes, donor spotlights, and impact updates.
- Lead or support marketing strategies, community outreach, and media relations that raise awareness and support fundraising.

Technology & Infrastructure

- Lead efforts to modernize systems and tools for operational efficiency, communication, and data management.
- Ensure funding and planning for technology upgrades and maintenance.

QUALIFICATIONS:

- Bachelor's degree in business administration, nonprofit management, or related field required.
- Minimum of 4 years senior leadership experience, preferably in a business or nonprofit setting.
- Demonstrated success managing staff, leading strategic initiatives, and overseeing multi-source budgets.
- Experience securing and managing large grants (federal, tribal, state, or private).
- Strong business acumen and financial literacy, with experience collaborating closely with a CFO or finance team.
- Proven track record in policy development, program reporting, and donor engagement.
- Experience with marketing, public speaking, and digital content management (website, social media, etc.).
- Excellent communication, interpersonal, and relationship-building skills.
- Outstanding organizational and scheduling abilities, with a proven ability to manage multiple priorities, deadlines, and projects simultaneously.
- Cultural competency and experience working in Indigenous or tribal communities is strongly preferred.

ADDITIONAL REQUIREMENTS:

- Must be able to pass a background check

- Must be able to pass a pre-employee drug screening
 - Must possess a valid driver license
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Please submit via email Application, Cover letter, Resume, and professional references to: Board of Directors

Jessica Hutchison | Secretary | jessica.hutchison@lcoosk12.org

Boys and Girls Club of Lac Courte Oreilles