



**Boys & Girls Clubs of Portland  
Job Announcement  
Vice President of Club Services  
September 2018**

*Boys & Girls Clubs of Portland Metro's (BGCP) mission is to empower all young people, especially those who need us most, to discover their full potential as caring, engaged, responsible community members.*

**Overview**

BGCP is committed to ensuring an inclusive, diverse and equitable work environment. We aspire to filter all policies and practices through a trauma-informed care and equity-based lens. We position ourselves as lifelong learners, and seek individuals who have a desire to serve youth, enhance communities, and are hungry for ongoing personal growth and professional development.

The Vice President of Club Services (VPCS) is a member of the Executive Team (ET) and charged with leading all aspects of the day-to-day operations of 10 Club sites and the management of BGCP's Senior Club Services Team (SCST). This position requires an unwavering commitment to the overall mission and vision of the Boys & Girls Clubs of Portland Metro (BGCP) and service to young people. The necessary skills required for this position include an uncompromised dedication to safety, administration and staff, and a commitment to success through responsible fiscal, personnel and program operations. The VPCS reports to the Chief Executive Officer and works collaboratively with the ET to create and successfully execute the organization's strategic plan.

**General Position Summary:**

The VP of Club Services (VPCS) contributes to the successful execution of the strategic vision and leadership of the overall organization; oversees the Club Services senior management team; is responsible for fiscal, staffing and professional development; and the delivery of quality service and impact goals set forth for BGCP's Club Services areas. BGCP programs are designed for, and guided by, these key focus areas: Development of Character and Leadership skills; Education and Career advancement; Health and Life Skills; The Arts; and Sports, Fitness and Recreation; and Play.

The VPCS represents BGCP on State, County, and local committees and commissions and creates and fosters community partnerships that contribute to the advocacy and advancement of the diverse youth we serve and the impact of the work we do. The VPCS works collaboratively with the VP of Development to create and manage responsible revenue streams; to maintain a high level of stewardship of organizational stakeholders; and to execute best practices with timely, transparent communication to internal and external audiences.

This is a full time, exempt salaried (range of \$65,000 - \$85,000 annually) position that is eligible for a generous package of benefits, including medical, dental, vision, life, LTD, 403 (B) and paid time off.

Answering yes to the following qualifiers positions you as an ideal candidate for this position.

**Qualifiers:**

- Do you have an uncompromised commitment to equity and inclusion in all you do?
- Do you believe all children should have equal access to high quality programs and resources?
- Are you a proven convener, mentor and team builder?
- Are you a first-class communicator?
- Have you participated in building and maintaining high performing collaborations?
- Do people seek you out to represent and/or speak to the needs of today's youth?
- Have you led in an environment dedicated to safety and trauma-informed care?
- Has your work been directed by evidence-based, data driven systems and results?
- Is your work inspired by the measurable return on investment for all stakeholders?

**Application Instructions:**

Please submit: (1) BGCP Employment Application which can be found at [www.bgcportland.org](http://www.bgcportland.org), (2) Cover Letter, and (3) Resume to [jobs@bgcportland.org](mailto:jobs@bgcportland.org) or mail to 8203 SE 7<sup>th</sup> Ave, STE 100, Portland, OR 97202. All requested materials must be submitted in order to be considered for a position.

*All candidates must pass post-offer/pre-employment requirements, including: Criminal Background Check and Verification of Employment*

**Position Responsibilities:**

The VPCS is the executive leader responsible for and representative of all services and programming. The SCST provides oversight of the organization's priority focus areas to include: Youth, Family & Trauma Informed Services; Program Quality & Impact; Youth Services (6-12) and Teen Services (12-18+). The Youth Services team is responsible for ensuring high quality, culturally responsive activities and programs are being offered daily in accordance with the overall Club Services strategies and goals identified annually and in the organization's long term plan.

This position ensures the successful management, reporting and stewardship of organizational and site-specific government and non-government grants, other funded programs and Boys & Girls Clubs of America (BGCA) partnerships. The VPCS is responsible for an uncompromised commitment to collective impact proven through practices of assessments, and monitoring and reporting on Club success through various data management tools. This position oversees sustaining positive relationships within Club communities, education partners and local school districts, public officials, community leaders and donors.

The VPCS models inclusive, trauma-informed leadership with a constant focus on recruiting and creating diverse, engaged teams mentored and trained to meet the unique needs represented by our youth and the communities we serve. The VPCS cultivates and leads a collective dedication to first-class safety and training, and development of Club site staff representing best practices in staff satisfaction, retention and advancement.

**Leadership:**

- As a member of BGCP's leadership team, work in alignment with executives and the Board of Directors to model a steadfast commitment to diversity and inclusion; to successfully contribute to, and execute, the goals established in the organization's strategic plan; and contribute to the fiscal health, sustainability, and reputation of BGCP.
- Provide inclusive leadership with a constant focus on recruiting and creating diverse Club Services teams mentored and trained to meet the unique needs represented by our youth and the communities we serve.
- Directly oversee Senior Club Services staff, providing support and mentorship; create a team environment for collective monitoring and impact; proactively practice solicitation of feedback and improvement; and inspire collective achievement of overall Club Services goals.
- Model first-class training and development practices through individual investment in professional goals and growth of senior Club Services staff. In turn, mentor senior Club Services staff in building skills and providing the resources to identify, retain, and grow top-performing staff. Provide the essential training and coaching needed representing best practices in staff satisfaction, retention and advancement.
- Lead the development and implementation of culturally responsive programs and practices that equally weigh need and available resources, to successfully facilitate achievement of identified youth development outcomes.
- Serve as a member of BGCP's Equity team, contributing to the advancement of organizational priorities of BGCP's commitment to Equity and Inclusion in all areas.
- Create and model a practice of proactive channels of open communication across all areas of the organization, building and sustaining a culture of transparency and inclusion that contributes to effectively guiding staff through organizational growth and change.

**Vision Setting and Strategic Planning:**

- Actively contribute to creating and guiding the strategic vision and mission of BGCP.
- Ongoing, diverse channels of solicitation for feedback and evaluation of overall program effectiveness with an uncompromised commitment to quality outcomes and measurable impact for the youth we serve.
- Oversee ongoing assessment, review and reporting of Club operations and safety policies and procedures.

- Oversee processes and practices to collect, analyze and report service-area data, and impact and outcome measurement.

### **Club Services:**

- Oversee the development and implementation of high quality program and services delivery with focused, measurable impact on the youth we serve.
- Ongoing research and identification of best practices in youth development programming.
- A commitment to high quality staff training and curriculum resources; outcome measurement guidelines, and ongoing coaching and program review procedures.
- Create practices of diverse and collaborative review of outcome measurement and quality improvement strategies.
- Work closely with the Senior Director of Safety & Facilities to maintain first-class facilities with an uncompromised commitment to safety.
- Implement and oversee ongoing, proactive solicitation of feedback from diverse stakeholder groups focused on Club operations and improving youth Club experience.

### **Partnership Development:**

- Create and maintain a wide variety of partnerships and collaborations with other youth service agencies, schools and community organizations.
- Oversee strategic and inclusive practices to engage with Club communities, parents, families and members.
- Create and model a culture of philanthropy among staff and within the Clubs, instituting practices that cultivate, engage and steward partners, funders and donors.
- Develop strategic alliances with community leaders and local officials including other Boys & Girls Clubs and Boys & Girls Clubs of America.
- Seek culturally inclusive partnerships to ensure the needs of each Club community are met to the best of BGCP's ability.

### **Resource Management:**

- Responsible for contributing to the development, implementation and monitoring of the organization's annual budget.
- Work closely with the CFO on fiscal oversight and responsibility of overall Club Services budget; work collaboratively with senior Club Services team, and with input from senior team and Area Directors, create, manage and regularly report on fiscal performance to goals.
- Work closely with the VP of Development to contribute to the annual resource development plan to include supporting the solicitation of government and non-government grants; corporate, foundation and individual contributions; special events; and donor stewardship.
- Work with the VP of Development to contribute to the creation and executive of a strategic marketing and communications plan to build and maintain strong brand identity in the market, promote good public relations for Club programs, services and activities; and help build overall public awareness and trust in overall organization.
- Oversee the compliance of grants and contributions to assure funding is being strategically directed, that the timely completion of grant report data and narrative information is provided, and the meeting of overall compliance and stewardship expectations.

### **Skills/Knowledge Required:**

The VP of Services must have a thorough understanding of youth and their needs combined with strong management/leadership capabilities to include:

- Proven leadership skills in mentoring and inspiring staff to achieve personal and professional goals
- An inclusive leader with a strong commitment to equity
- A visionary with proven skills to engage and enroll diverse staff in collective strategic direction
- A proven teacher with the skills to mentor staff, empowering them to lead and apply sound, creative problem solving techniques
- Proven skills in responsible, effective administrative duties management
- Strong skills in planning, organization, initiative and leading teams to accomplish collective goals
- Ability to implement and manage systems, processes, and procedures
- Proven experience, knowledge and practice of continuing education in the field of youth development

- Experience in organizational operations including program development; outcome measurements and data; facilities; and safety
- Experience with, or understanding of communities in which BGCP operates and the specific barriers and challenges faced within the communities we serve
- Demonstrated cultural competencies and proficiency by effectively communicating and collaborating with persons from various cultural backgrounds, ethnic groups, and races
- Strong interpersonal skills and proven track record of positive relationship building among all stakeholder groups
- Proven commitment to first-class customer service and response to all stakeholder groups
- A strong communicator to internal and external audiences, established practices of written and oral communication to stakeholders; and a seasoned public speaker
- Proficiency in Microsoft Office Suite software applications
- Proven ability to maintain confidentiality and manage highly sensitive information
- Strong team player

**Skills/Knowledge Preferred:**

- BA or BS from an accredited college/university preferred
- A minimum of five years' experience in youth programs and management positions required

Join our dynamic team and be prepared to be challenged, to work hard, and to participate in a vibrant, mission-driven environment. Be prepared to fall in love with the work we do and the youth that we are privileged to serve each day.

For more information on BGCP and our work visit: <http://bgcportland.org/about/>