



Business Volunteers Maryland Job Description President & CEO

About Business Volunteers Maryland

Business Volunteers is a nonprofit organization that helps mobilize businesses and professionals to build a stronger community through civic leadership, engagement, and volunteerism. Business Volunteers achieves its mission and goals by helping community minded companies develop and implement strategic community engagement programs and by matching nonprofit organizations and schools with volunteers and board members who donate their time, talent and resources to help organizations increase their impact.

Since its inception in 2003, Business Volunteers has engaged more than 250 businesses, supported more than 500 nonprofits, connected more than 175,000 volunteers, matched 900 professionals with nonprofit boards, helped develop 320 future civic leaders, and created 75 school and community relationships. This translates into more than \$43 million of time and talent invested in Baltimore and central Maryland communities.

President & CEO

Reporting to the Board of Directors, the President & CEO provides organizational direction and leadership, serves as the lead fundraiser and ambassador, manages day to day operations, engages and leads the staff and board, and develops and executes a vision for growth and sustainability.

The ideal candidate is an experienced, innovative and results oriented leader who welcomes the opportunity to evolve and significantly grow an organization.

Key responsibilities of this leadership position include:

Strategic Vision and Leadership

- In collaboration with the Board of Directors and based on research and analysis, develop a vision for the organization and strategic plan.
- Lead the successful execution of the strategic plan, strengthening Business Volunteers' ability to achieve its mission and providing direction for future growth.
- Develop and implement a methodology to measure and assess organizational efficiency and effectiveness on an ongoing basis.

Resource/Fund Development

- Develop and implement a comprehensive business plan focused on driving revenue and expanding the number of business partnerships.
- Lead the development of strong long-term funding relationships with new foundations, business partners and sponsors, and individuals to ensure Business Volunteers meets or exceeds its revenue goals.
- Cultivate a strong and robust lead pipeline of new business partners.
- In partnership with the Board of Directors and Advisory Board, create and grow new revenue streams for sustained growth and impact, particularly through management of the Board and Advisory Board growth committee.

Board Relations

- In alignment with the strategic plan, partner with the Board Chairperson to develop and build the Board of Directors.
- Develop and support Board committees that support the organization's short- and long-term goals.
- Develop and maintain open lines of communication with the Board regarding the effectiveness and efficiency of the organization in achieving its mission.



doing good. better.

- Cultivate relationships with Board members to leverage individual skills and expand the professional network of the organization.

Marketing and Communications

- Serve as the principal spokesperson for Business Volunteers and leverage relationships and events to promote and advocate for the organization and serve as a visible and influential leader in the community.
- Inspire, drive engagement, and provide expertise on how businesses engage with community. Showcase Business Volunteers as a thought leader and content expert, expanding organizational influence regionally and beyond.
- Ensure BVM develops and implements a compelling and effective marketing and communications strategy to help meet organizational goals.

Program and Service Development and Delivery

- Ensure the development, delivery and evaluation of high-quality, high-impact programs and initiatives in furtherance of the organization's mission and strategic plan.
- Ensure that programming demonstrates Business Volunteer's subject matter expertise and leadership in business engagement.
- Ensure Business Volunteers regularly measures program outputs and outcomes, monitors and assesses its performance, and makes adjustments to ensure service excellence.

Management and Operations

- Create and promote a positive, fun, collaborative work environment that values and supports a strong staff culture and staff diversity, while ensuring consistent delivery of high quality services.
- Lead and manage business operations, and ensure the continued development of a results oriented, professional and efficient organization.
- Direct and oversee financial management of the organization including developing financial plans, managing and monitoring the budget and ensuring sound financial controls.

Qualifications of the Ideal Candidate:

- A minimum of 7 years of senior-level leadership experience
- Proven track record of successfully leading, managing and growing an organization
- Proven experience in fundraising and business development and ability to cultivate new funding sources
- Solid financial management skills and experience leading an annual budget of at least \$1 million
- Knowledge of and connections within an extensive high-level network within the greater Baltimore business community
- Strong interpersonal skills and experience building strategic relationships and partnerships
- A competent people-leader who values and promotes collaboration and diversity of thought and implements practices that demonstrate a continuous improvement
- Possesses subject matter expertise in corporate social responsibility (CSR) and has significant volunteer and/or nonprofit board experience
- An exceptional communicator who can inspire, motivate, and demonstrate success in internal and external relations
- A passion for community engagement and the desire to make a positive impact
- Bachelor's Degree required

To Apply

Please email a cover letter describing your interest, qualifications and a resume to: mparise@schgroup.com. Please type your name (Last, First initial) and Business Volunteers *President & CEO Application* in the subject line of your e-mail.