Executive Director Position Description:
Big Brothers Big Sisters Greater Fredericksburg (Virginia)

Big Brothers Big Sisters Greater Fredericksburg, Virginia seeks a dynamic, strategic, and results oriented Executive Director to lead our nonprofit, strengthen our programs, expand our community outreach, and ensure the long-term sustainability of our youth mentorship organization.

Who We Are

Big Brothers Big Sisters Greater Fredericksburg (BBBSGF) creates and supports one-to-one mentoring relationships that ignite the power and promise of youth. Our vision is that all youth achieve their full potential.

We serve youth throughout Planning District 16, including the City of Fredericksburg and the counties of Stafford, Spotsylvania, King George, and Caroline. Through the Big Brothers Big Sisters mentoring model, children and youth are connected with caring adult volunteers who provide consistent, positive relationships that help them navigate adversity, build confidence, strengthen social and emotional skills, and reach their potential.

BBBSGF is part of the nationwide Big Brothers Big Sisters network, which has experience and research supporting the effectiveness of quality youth mentoring. Our local organization combines this proven mentoring model with strong community partnerships and a commitment to understanding and responding to the needs of the youth and families we serve.

About the Position

The Executive Director serves as the chief executive of BBBSGF and is responsible for providing overall leadership and management of the organization. Reporting to the Board of Directors, the Executive Director provides strategic direction and oversees programs, fundraising, financial management, staff, marketing and communications, community engagement, and day to day operations.

The Executive Director works closely with the Board of Directors to establish and implement strategic priorities that promote organizational growth, program quality, community impact, and long-term sustainability. The position is responsible for building and maintaining strong relationships with donors, volunteers, corporate and foundation partners, community organizations, elected officials, and other stakeholders. The Executive Director is also the point of contact to representatives from our national office, a collaborator with other Big Brothers Big Sisters Agencies, and is the official spokesperson for BBBSGF.

The successful candidate will be an innovator who is an exceptional communicator and relationship builder with a demonstrated commitment to youth development and nonprofit leadership. They will bring strong fundraising, grant writing, and financial management skills, as

well as an understanding of the importance of recruiting and retaining a diverse and engaged volunteer base. They must have the ability to bring together staff and Board members to meet shared organizational goals.

Job Responsibilities

Organizational and Staff Leadership

- Provide overall leadership and direction for the organization in alignment with its mission, vision, values, strategic priorities, and policies established by the national office and the local Board of Directors.
- Create a positive, collaborative, and accountable workplace culture where staff are supported in achieving organizational and individual goals.
- Recruit, hire, train, supervise, develop, and retain qualified and motivated staff. Serve as the organization's human resources officer, ensuring appropriate personnel records, payroll processes, and employment practices are maintained.
- Provide consistent guidance, communication, feedback and support for staff through regular one-on-one meetings and staff meetings.
- Develop and maintain effective organizational policies, procedures, systems, and processes.
- Evaluate organizational operations and identify opportunities to improve efficiency, effectiveness, and service delivery.
- Assess technology and information management needs and implement appropriate systems to strengthen organizational and program operations.
- Ensure the organization maintains organized and accurate records and is prepared for annual audits.
- Demonstrate compliance with applicable federal, state, and local laws, regulations, and nonprofit requirements.
- Maintain compliance with Big Brothers Big Sisters of America Standards of Practice and other applicable organizational requirements.
- Execute contracts, agreements, notes, and other instruments authorized on behalf of the organization.
- Represent BBBSGF effectively at local, state, and national levels.
- Participate in events and professional development related to the role, nonprofit leadership, and Big Brothers Big Sisters nationally, regionally, and statewide.

Program Leadership and Quality

- Provide organizational oversight of all BBBSGF programs and ensure programs are operated in accordance with Big Brothers Big Sisters of America Standards of Practice.
- Partner with program staff to establish and achieve meaningful program goals related to youth outcomes, match quality, volunteer engagement, and organizational growth.
- Review program data, evaluation results, and other measures of impact to identify strengths, challenges, and opportunities for improvement.
- Ensure required program reports and evaluations are completed accurately and on time.
- Support program staff in addressing challenges, making sound decisions, and maintaining high standards of service to youth, families, and volunteers.
- Provide vision and direction for the development and implementation of new programs, initiatives, and approaches as community needs evolve.
- Support the development of a broad and diverse volunteer base and strengthen volunteer recruitment, engagement, and retention.
- Serve as a knowledgeable and visible advocate for the value of youth mentoring by communicating relevant research, program outcomes, and stories of impact.
- Build relationships with organizations, schools, agencies, and other community partners that can strengthen services and expand opportunities for youth and volunteers.

Financial Management and Fund Development

- Maintain overall responsibility for the financial health and fiscal integrity of the organization.
- Develop, present, and manage an annual organizational budget in collaboration with the Board and committees. Monitor revenue and expenses throughout the year and take appropriate action to maintain a balanced and sustainable budget.
- Provide the Board with accurate and timely financial information, including monthly financial statements and regular updates on the organization's financial position.
- Work closely with the bookkeeper and other financial partners to ensure accounts payable, accounts receivable, payroll, and other financial functions are accurate and current.
- Develop and implement a comprehensive fundraising strategy that includes individual giving, major gifts, corporate sponsorships, grants of all types, events, and other revenue sources.
- Expand philanthropic support by cultivating and maintaining meaningful relationships with donors, sponsors, foundations, businesses, and other funding partners. Personally engage in donor cultivation, solicitation, stewardship, and relationship management.

- Provide leadership for and attend fundraising events and initiatives in collaboration with staff, volunteers, and Board committees. Establish realistic fundraising goals and track progress toward those goals.
- Oversee grant development and administration, including identifying opportunities, coordinating proposals, monitoring deliverables, and ensuring timely and accurate grant reporting.

Board Development and Governance

- Maintain a strong, collaborative, and productive working relationship with the Board of Directors. Provide the Board with timely, accurate, and transparent information needed for effective governance and decision making.
- Partner with the Board President to develop Board meeting agendas, reports, and supporting materials.
- Support the Board in developing, implementing, and evaluating the organization's strategic plan. Advise on establishing policies, priorities, and long-term organizational goals.
- Participate in Board and select committee meetings and ensure that members have the information and resources necessary to fulfill their responsibilities.
- Partner with the Board to identify, recruit, orient, and engage new Board members. Help Board members understand and fulfill their responsibilities as ambassadors, advocates, fundraisers, and stewards of the organization.
- Work with the Board to build a strong culture of philanthropy and community engagement.

Marketing, Communications, and Community Engagement

- Serve as a primary spokesperson and public representative for BBBSGF. Ensure that staff and Board members represent the organization appropriately and consistently.
- Build awareness of BBBSGF and the value of youth mentoring through strategic communications, community presentations, events, networking opportunities, media relations, digital communications, and other outreach efforts.
- Work with staff to strengthen the organization's brand and ensure consistent, accurate, and mission aligned messaging. Identify opportunities to increase the organization's visibility and strengthen its position as a trusted resource for youth mentoring.
- Build relationships with community organizations, businesses, civic groups, elected officials, schools, funders, national partners as determined by Big Brothers Big Sisters of America, and other stakeholders throughout the service area.
- Develop and maintain relationships with elected officials and other public officials to increase awareness of the organization and advocate for issues affecting youth.

Ideal Candidate Profile

The ideal candidate will bring strong nonprofit leadership experience, strategic thinking, fundraising and financial management skills, and a genuine commitment to youth development to this position. They will be an effective communicator and relationship builder who can lead both strategically and collaboratively. They also must have the following qualifications:

Required Qualifications

- Earned Bachelor's degree.
- Significant nonprofit leadership or management experience (3 or more years).
- Commitment to the mission and vision of Big Brothers Big Sisters and to youth development.
- Demonstrated experience in supervising, developing, and retaining staff.
- Experience working effectively with a Board of Directors and supporting strong governance.
- Strong computer literacy and ability to learn and use database and technology systems.
- Demonstrated fundraising experience and strong donor relationship skills.
- Excellent financial management skills, including budgeting, analysis, and fiscal oversight.
- Outstanding strategic planning, organizational, and decision-making skills.
- Excellent written, verbal, public, interpersonal, and small group communication skills.
- Demonstrated ability to build relationships with donors, volunteers, funders, partners, and community stakeholders.
- Proven track record of writing for and securing grants.
- Experience working with people from a variety of backgrounds and demonstrated cultural competency and commitment to access, belonging, and opportunity.
- Experience in having a high level of integrity, transparency, accountability, the ability to maintain confidential information and strong emotional intelligence.
- Possess a valid U.S. driver's license, reliable insured vehicle, and willingness to travel on behalf of the organization as needed.
- Willingness to work occasional evenings and weekends for organizational and community activities.

Preferred Qualifications

- Master's degree in nonprofit management, business, public administration, education, psychology, social work, or a related field.
- Experience in youth development, mentoring, education, social services, or a related field.
- Experience working with a national nonprofit network, affiliate model, or similar organization.

Position Details

This is a full-time hybrid position with the primary office located at:

325A Wallace Street
Fredericksburg, VA 22401

The salary range for the Executive Director position is $75,000-$85,000. Compensation is competitive and commensurate with qualifications and experience.

Benefits include:

- Generous paid holidays
- Paid time off, including office closure from December 24 through January 1
- Paid time off that increases with tenure
- 4% retirement contribution
- Life and long-term disability insurance
- Mileage reimbursement
- Professional development opportunities
- Flexible work environment

How to Apply

Please apply via an email in which you attach three files: 1) a cover letter that indicates your interest in leading Big Brothers Big Sisters Greater Fredericksburg and the experience you would bring to the role, 2) a resume of your experiences that pertain to the position, and 3) a listing of 5 professional references with name, job title, connection to the applicant, phone number and email address.

Please send all of this to the Search Chair and President of the board, Dr. Shavonne Shorter at boardpresident@bbbsfred.org by the deadline of **Friday, December 4th, 2026**. Please feel free to send any questions to this email address as well. For more information about the organization please visit: https://www.bbbsfred.org/