



Job Description – Executive Director

Organization

Since 1995 Building Blocks has played an integral role in the revitalization of Kalamazoo's central city neighborhoods. Building Blocks has evolved into a robust neighborhood revitalization organization building the collective capacity of residents to address issues, complete projects, and collaborate with community stakeholders. At the heart of Building Blocks' work is the commitment to asset-based community organizing utilizing the strengths and gifts of engaged residents on each organized street.

Position

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for Building Blocks' personnel (both volunteer and paid), programs, expansion, and execution of its mission. In addition, the Executive Director will maintain a direct connection to programming by coordinating the Catalyst Program as part of their responsibility. They will envision, create and sustain Building Blocks' unique voice, uphold its commitment to equity, and drive innovative growth for the organization.

Responsibilities

Leadership and Management

- Ensure programmatic excellence; maintain a commitment to a data-driven continuous improvement, and consistent high quality of finance and administration, fundraising, marketing and communications, and technical systems; recommend timelines and resources needed to achieve Building Blocks' strategic goals.
- Actively engage and energize Building Blocks' general volunteers, volunteer resident facilitators, interns, staff, board members, event committees, alumni, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each Board committee; facilitate Board involvement in strategic planning and oversight of mission alignment for all programs; ensure timely and accurate communication to equip the Board with all information necessary to function smoothly and make informed decisions.
- Ensure Building Blocks' fiscal integrity, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Oversee all aspects of Building Blocks' financial management, including operating approved budget, maximizing resources, and maintaining a healthy financial position.
- Recruit, hire, coach, develop and retain Building Blocks' high-performance interns, volunteer resident facilitators, and potential staff as the organization grows.
- Supervise and facilitate bi-weekly staff meetings to support staff and maintain cohesion; develop and complete ongoing staff annual performance reviews.
- Support Lead Community Organizer with expanding and improving Sustained program offerings.
- Serve as coordinator of the Catalyst Program supporting all aspects of the program's implementation including maintaining and nurturing vital organizational partnerships, facilitating the Neighborhood Leader Academy sessions, providing support and coaching to resident facilitators.
- Develop and maintain positive relationships with resident facilitators, consistently meeting individually and collectively to assess and explore strengths, interests and vision for the development of the block site.
- Attend select resident meetings to observe, monitor, and provide support, as needed.

Fundraising, Development, and Marketing

- Execute all aspects of the grant management cycle; including initial inquiry, grant submission and reporting, completion of required evaluations, and relationships management.
- Expand and refine Building Blocks' marketing and communications activities, including web presence, social media outreach, and external relations, ensuring brand cohesion across channels.
- Oversee all aspects of event management, including planning, budgeting, volunteer engagement, event marketing and communications, and sponsorship solicitation; ensure high quality experiences for all stakeholders, including attendees, sponsors, volunteers and staff.
- Expand revenue generating and fundraising activities to support existing program operations and planned growth.
- Leverage external presence and relationships to garner new opportunities.
- Other duties as they arise with the growth of the organization.

Qualifications

The Executive Director will be thoroughly committed to Building Blocks' mission and should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Personal and professional commitment to equity.
- Unwavering commitment to quality and data-driven program evaluation.
- Excellence in organizational management with the ability to effectively communicate with all stakeholders, develop a high-performance and diverse team, set and achieve strategic objectives, and manage a budget.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and wide range of project skills.
- Strong public speaking ability.
- Ability to work effectively in collaboration with diverse groups of people and enjoy working closely within a small organization.
- Passionate, idealistic, full of integrity, positive, mission-driven, entrepreneurial, creative and self-directed.
- Skills to collaborate with and motivate board members and other volunteers.
- Strong organizational abilities, including planning, delegating, program development, and task facilitation.

Preferred

- University degree in sociology, social work, public administration, or related human services field and at least 3 years demonstrated experience in leadership and management.
- Prior experience in block-level community organizing.
- Prior experience with asset-based assessment.
- Past success with Board of Directors; ability to cultivate existing Board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- High level of knowledge of local resources and organizations within Kalamazoo.
- Working knowledge of Salesforce, QGiv, Wix, and Google Drive.
- Occasionally participate in manual labor related to projects including lifting and/or moving up to 50 pounds.

Deadline: Priority will be given to applications received before September 20. The position will remain open until filled.

Full-time: 40 hours/week

Salary Range: \$42,000 - \$50,000

Submission: Please submit your cover letter and resume or CV to info@bbkazoo.org

Building Blocks is an equal opportunity employer.