



TeenWorks
College. Career. Community.
Chief Executive Officer

Location: Indianapolis, IN

Type: Full-Time Exempt

Organization: TeenWorks

Reports to: Board of Directors

Description:

Founded by Gene B. Glick in 1981, the TeenWorks program began with a simple idea to provide young, at-risk Hoosiers with a summer employment opportunity that would teach them the importance of self-discipline, a hard day's work, and giving back to the community. Today, TeenWorks continues to build upon this founding vision by advancing our mission *"to empower teens to achieve excellence in college, career, and community."* It does this beginning with a unique six-week summer program that combines paid employment, classroom training, and civic engagement opportunities. Once students have successfully completed the six week summer program, TeenWorks provides individualized support throughout the school year, focused on preparing teens for college and career success. TeenWorks also provides college scholarship opportunities to support our teens on their way to achieving excellence. TeenWorks expects to significantly increase the organization's \$1.8 million annual operating budget under the direction of new executive leadership.

Summary:

TeenWorks is currently seeking an experienced nonprofit professional with a strategic and entrepreneurial approach to lead the organization as the Chief Executive Officer. Reporting to the Board of Directors, the Chief Executive Officer will be responsible for leading the organization through measured and sustainable financial and programmatic growth with a commitment to results and increased community impact.

Qualifications:

- Bachelor's degree required (Master's degree+ preferred)
- A minimum of 5-10 years of proven leadership experience within a social benefit organization and/or the nonprofit/governmental sector or the expressed equivalent
- Proven ability to lead and inspire others to turn a vision into reality
- Demonstrated success in implementing progressive organizational change and development within a growing organization
- Proven track record of substantially increasing and sustaining organizational revenue (experience growing a start-up to a financially successful organization a plus)
- Exceptional financial acumen
- Strong interpersonal skills; outstanding verbal and written communication skills
- Critical thinking skills to identify, analyze, and make recommendations to strategically address any challenges and/or opportunities that arise
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong network of diverse, professional relationships within the Indianapolis community
- Evidence of developing or implementing a strategic plan

Essential Duties and Responsibilities

Leadership and Governance

- Works with the Board Chair to enable the Board to fulfill its governance functions and optimum performance
- Works directly with the Board of Directors to drive innovation and change within the organization through the development and implementation of a strategic plan
- Actively engages and energizes all Board members, committees, personnel, partner organizations, and funders
- Serves as a liaison between Board members and personnel

Management and Operations

- Recruits personnel, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained
- Leads, coaches, develops, and retains high-performing personnel to ensure sustainable, impactful program delivery, rigorous program evaluation and improvement, and healthy organizational operations
- Embraces measurable program outcomes and continuous program improvements that are informed by data analytics
- Understands and establishes a culture of best in class governance and compliance, recognizing TeenWorks' federal and state legal and regulatory environment as a nonprofit organization with a federal 501(c)(3) tax exemption

Fundraising, Development, and Finance

- Creates a sustainable, diversified funding model that will meet a demand for significant growth (first in Indiana, and then nationally) and that will balance philanthropy, employer commitments, and federal/state/local governmental grants
- Manages and oversees all fund development efforts to support existing and expanded program operations
- Oversees the fiscal activities of the organization including budgeting, reporting, financial administration, and stewardship of funds
- Participates actively in identifying, cultivating, and soliciting donor prospects
- Strategically increases funding from new, diverse sources to leverage current gifts, preparing the organization for sustainable growth
- Assures the development and operation of financial management systems and reports for quality decision-making

Community Relations

- Serves as the chief spokesperson for TeenWorks, ensuring a proper representation and a strong reputation for the organization
- Actively builds and maintains cross-sector relationships with key community partners, donors, and other stakeholders
- Listens to program participants, volunteers, donors and the community to continually improve services and generate community involvement
- Uses external presence and relationships to garner new opportunities
- Able to manage competing messages and interests from a diverse set of institutional stakeholders that span government, for-profit employers, and philanthropic funders
- Ensures consistent, quality communication at all levels of the organization

Compensation: Competitive compensation and benefits. Final compensation package will be commensurate with experience.

Apply: Submit a job-specific cover letter, resume, three professional references, and completed application at: <http://charitableadvisors.myexachire.com/ViewJob-51938.html>