

## **BCC EXECUTIVE DIRECTOR POSITION DESCRIPTION**

*Bastrop County Cares brings people together to collaborate around large community challenges that no one organization can solve on its own to improve the conditions where our neighbors live, work, pray and play.*

Bastrop County Cares is seeking a trusted and mission-driven leader who understands community needs to be its Executive Director. The successful candidate will be a strong communicator who is strategic and focused. Building on existing BCC strengths, the Executive Director should be a servant leader and a visionary, but also a person who is results-oriented and can create an organizational culture of accountability and sustainability.

Bastrop County Cares (BCC), a nonprofit organization, is a county-wide partnership working to develop comprehensive community initiatives by identifying community priorities, collecting and analyzing data, and bringing together collaborative partnerships that will result in community solutions. It identifies large community issues that one organization cannot tackle on its own, and builds public will, advances policy, and mobilizes and leverages funding. Areas of current work include early childhood development, breast health, food insecurity, faith communities in collaboration, increasing economic stability in low-income communities, purposeful community support for aging, equity and inclusion, and a mobile well-being and recreation unit. BCC is financially stable, receives support from many sources and has strong community support. This recruitment comes with the planned retirement of BCC's founding Executive Director, Debbie Bresette.

This full-time position reports to the Board of Directors and is based in Bastrop, Texas, supporting programs to improve the lives of citizens throughout Bastrop County in central Texas. The Executive Director has overall leadership and management responsibility for this important organization with an annual budget over \$2 million, 12 full-time employees, and growing sources of revenue.

The position is for immediate hire and reports to a supportive and professional Board of Directors. This leadership position is responsible for overseeing the administration, programs, and strategic plan of the organization and requires a dynamic, mission-driven leader who is passionate about leading hands-on operations, fostering growth, as well as developing and managing multiple community-focused programs.

### **POSITION RESPONSIBILITIES:**

- Lead, manage, and guide the organization to attain continued growth, success, and optimal mission impact for community-based programs in Bastrop County.
- Provide thoughtful executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission as defined by the Board of Directors.

- Establish goals, objectives, and operational plans in collaboration with the Board of Directors, staff, and community leaders.
- Effectively represent the organization and promote a positive organizational image to ensure community support for BCC goals and programs.
- Exemplify BCC's commitment to diversity, equity, and inclusion through active participation in programs that serve the needs of underserved communities in the county.
- Actively engage in complex fiscal management through hands-on budgetary development and oversight, routinely reporting performance and financial activities to the Board.
- Foster a collaborative working environment, encourage professional development, support a 'just culture' in which mistakes are opportunities for improvement, and champion accountability among staff.
- Attend all Board meetings and communicate effectively with the Board by providing members with all the information necessary to continually function properly and make informed decisions in a timely and accurate manner.
- Continually foster a culture that encourages collaboration between BCC programs and recognizes positive contributions by staff, Board, and volunteers.
- Perform general management duties ensuring the successful operations of the organization.

#### **QUALIFICATIONS AND PREFERENCES:**

The ideal candidate for this role embraces servant-leadership as well as a thoughtful approach to day-to-day operational management, strategic planning, organizational leadership, and fundraising. Bastrop County Cares prefers candidates with:

- At least five years of prior executive experience as a successful organizational leader.
- An undergraduate college degree (e.g., BA, BSN, BS) in any field.
- A passion for the mission and programs of Bastrop County Cares.
- A proven track record of growing organizational capacity and programmatic impact.
- Proven abilities and experience in fiscal management and preparing and securing Board approval for a complex budget.
- Ability to review current organizational programs and structures and make recommendations that empower programmatic refinements.
- Strong record of creating and sustaining a successful organizational fundraising program.
- Experience in designing and directing strategies that enhance and support organizational operations.
- Knowledge of how to foster an environment of accountability, healthy work relationships and partnerships, and inclusivity among organizational staff in order to maintain a positive and collaborative work setting.
- Ability to be physically in the community as the chief representative of BCC each day, rather than telecommuting.

### **COMPENSATION AND BENEFITS:**

This wonderful opportunity offers the ability to make a significant impact leading and growing Bastrop County Cares to improve the lives of all residents of Bastrop County. This position offers a strong starting base salary, a benefits package, and a team-oriented atmosphere that is both positive and rewarding. Starting compensation includes: a very **competitive salary dependent on experience of \$80,000 to \$100,000**, plus a benefits package that includes: an organization-sponsored health program or contribution to another health plan; ongoing cost of a cell phone; 12 days of paid holidays per year; between 10-20 days of paid vacation time, depending on length of service; 12 days of sick leave per year, with accumulation limited to 30 days; 3 days of personal leave per year; and 7 days of bereavement leave. In addition, BCC has policies for federally mandated leave, such as for military service, jury duty, and parental leave.

### **HOW TO APPLY AND DEADLINE:**

For immediate consideration please send your resume, cover letter that explains how the candidate's experience and skills would meet the needs of BCC, and salary requirements in a WORD.docx format to Dr. John Feather via email at john.feather@verizon.net and use the subject title: "BCC ED SEARCH." Candidates can send questions to Dr. Feather at the same email.

Review of applications will begin immediately with a final decision expected by mid-fall but will continue on a confidential basis until an appointment is made. **All applications must be submitted by close of business, Friday, September 1, 2023, for consideration.**

Bastrop County Cares is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, sexual orientation/gender identify, disability status, protected veteran status, or any other protected class.