



JOB DESCRIPTION **EXECUTIVE DIRECTOR**

Organization Background

The mission of Building Futures is to teach young people the skills needed to excel in the 21st century. This mission is being furthered by providing K-12 students design and build project-based classes in schools, online classes, free Saturday workshops and summer camps. The classes provide a hands-on problem-solving experience with an emphasis on STEAM (Science, Technology, Engineering, Art/Architecture and Math). During the 2019-2020 school year over 1,500 K-12 students attended Building Futures workshops, primarily from underserved communities of color. For more information, please visit their website, www.building-futures.org.

Position

Building Futures seeks a dynamic individual who possesses visionary leadership and a passion for education and helping people. Reporting to the Board of Directors, the Executive Director will advance the mission of Building Futures and serve as the primary face and voice of the organization.

The Executive Director is responsible for strategic planning and program development, has a collaborative and inspirational management style, a strategic fundraising sensibility, and a drive to continually innovate, learn and develop; for which all these qualities are integral to success.

The Executive Director will be an important conduit of information to the public and staff. As such, this person must have excellent communication skills including public speaking, written communications, and knowledge of public relations, traditional, and social media skills.

The Executive Director must be able to cultivate, build, and maintain strong and authentic relationships with a wide range of partners, including students, school administrators, teachers, community leaders, and funders.

Unassailable integrity, a deep commitment to the mission and maintaining a sense of humor are essential.



Workshop: 2720 N. 13th Street St. Louis, MO 63106
Office: 112 St. George Place St. Louis, MO 63119

www.building-futures.org 314 241 7222
(Please send all mail to office)



Responsibilities

Strategic Vision and Leadership

- Provide leadership to the organization and oversee its day-to-day operation.
- Oversee the planning, implementation, monitoring, and evaluation of the programs and services and that they uphold the mission.
- Develop and manage an operational plan that incorporates short and long-term objectives that work towards the strategic direction of the mission.
- Financial
 - o Work with staff and the Board to prepare a comprehensive budget.
 - o Manage the organization's financial resources
 - o Administer the funds of Building Futures according to the approved budget and monitor the monthly cash flow
- Staff
 - o Determine staffing requirements for organizational management and program delivery; ensure appropriate salary wage structures are maintained.
 - o Recruit, interview, select and mentor exceptional staff; ensure all staff are appropriately onboarded and trained for their duties; support staff with ongoing professional development growth opportunities.
 - o Implement a performance management process for all staff; monitor performance of staff on an on-going basis; conduct annual performance reviews.
 - o Create a supportive work environment by providing constructive instruction and guidance, while emphasizing transparency throughout the reporting structure
 - o Create systems and conduct regular staff meetings to engage staff in program development and evaluation; encourage staff input
 - o Prioritize the recruitment of diverse staff and educating staff on working in diverse communities.



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Fund Development

- Develop and implement a fundraising plan that diversifies the donor base by identifying and cultivating relationships to generate revenue from major donors, foundations, government agencies, and corporations.
- Ensure that the flow of funds permits Building Futures to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and strategic goals.
- Manage all private funding contracts/grants and ensure compliance with all fiscal, programmatic, and reporting requirements.
- Oversee the development of Products for Sale whose profits will provide an additional revenue stream that will be used to sustain the organization.

Governance and Board Liaison

- Cultivate a strong and transparent working relationship with the Board of Directors and its committees. Ensure open communication about the measurement of financial, programmatic, and the community impact of programs.
- Engage the staff and Board of Directors to update the Strategic Plan to guide Building Futures into the future.
- Draft policies for Board approval; prepare procedures to implement organizational policies; review existing policies on an annual basis and recommend changes to the Board, as appropriate.

External Relations

- Serve as the public face and voice of Building Futures to partners, stakeholders, funders, decision makers, and city officials and act as a spokesperson on issues of concern to the organization
- Manage the external communications efforts, ensuring an appropriate level of public visibility of its mission, and shape Building Futures public presence, using both traditional and new social media.
- Sustain and grow Building Futures as a leading organization in both the Maker movement and STEAM education.



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Qualifications

- Minimum of a BA, ideally with an advanced degree.
- At least 3 years of progressive management experience, preferably with a background in education.
- Expertise in leadership and management principles, as they relate to non-profit/voluntary alliances.
- Outstanding presentation and communication skills, and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser.
- Experience background with related non-profit.
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide people and systems.
- General knowledge of federal, state and city legislation applicable to non-profit organizations, including employment standards, human rights, occupational health and safety, charities, taxation, health coverage, lobbying, and advocacy.
- Knowledge of fundraising opportunities in both the public and private sector; knowledge of raising funds in a diverse range of sources, including foundations and corporations
- Adept at working independently and as part of a team
- A demonstrated commitment to recruiting, maintaining, and supporting a diverse, multi-cultural workforce, Board of Directors, and volunteer and advisory groups
- Ability to work in a fast-paced environment
- Strong skills in fiscal management, administration, and program management.
- Computer and web proficiency, and experience with database management software

Benefits

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, well-respected organization. We are seeking an individual of outstanding quality with enthusiasm and dedication to achieving our mission. Building Futures is prepared to offer a comprehensive compensation package, including a competitive base salary (range \$70,000 - \$80,000), health insurance (Employee pays 25%), Simple IRA with 3% match, and vacation/sick leave benefits.

Candidates: Please submit a cover letter expressing your interest and alignment with the above capabilities, along with a resume to info@building-futures.org by November 30, 2021.



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