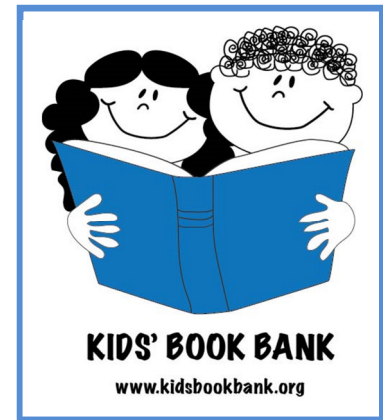


EXECUTIVE DIRECTOR

The Cleveland Kids' Book Bank is a high-impact four-year-old nonprofit that strives to foster literacy and a love of reading by distributing free books to children in need through collaboration with community partners. We are seeking an experienced, energetic and community-oriented Executive Director to assume overall strategic, operational and fundraising responsibility for the organization. The successful candidate will work collaboratively with Board, staff, volunteers and partners to achieve KBB's three broad-based goals:



- distribute books that engage and inspire children to be lifelong readers and that meet the diverse needs of our community
- leverage the impact of our books by sparking and supporting collaborative book-related programming
- strengthen our infrastructure to support change and ensure long-term sustainability.

This individual will manage a small staff, develop and nurture relationships in many sectors of the community, continually assess and expand the impact of our work, expand financial resources and support and bring enthusiasm, passion and creativity to the organization.

Specific responsibilities include:

Leadership and Community Relations

1. Steer and strengthen the organization to expand impact and achieve strategic goals
2. Lead the mission and vision of the organization, along with the Board, so that CKBB is known in the community as a high-impact stellar service organization
3. Actively engage and energize CKBB volunteers, board members, partner organizations and donors to further the mission
4. Implement strategic plans based on data-driven analytics, achievable action plans and realistic financial commitments and expectations
5. Cultivate relationships with Cleveland's community leaders and change-makers, local media and critical partners throughout the broader geographical region
6. Represent CKBB to the community by communicating our vision, values and services in public presentations and other relevant opportunities
7. Nurture relationships with key funders and donors; expand donor and funding base to achieve financial goals and maintain financial stability
8. Solicit and act upon feedback from funders, volunteers and partners to continually improve our work

Management

1. Hire, coach, develop and retain a diverse and qualified staff; ensure that CKBB is a great place to work
2. Work with the Board of Directors to ensure that committees and all Board efforts have the organizational information and support needed
3. Inform the Board regularly of internal organization matters, including staffing issues, funding and financial status, program successes and priorities, etc.

Operations

1. Identify and implement creative, cost-effective methods for delivering services to our clients and partners
2. Prepare and manage realistic and reasonable budgets and projections
3. Recommend and implement needed information systems and equipment upgrades
4. Implement effective warehousing and distribution operations
5. Ensure that CKBB is in compliance with relevant state and federal laws, regulations and practices, including human resources compliance and standard accounting practices

QUALIFICATIONS

The ideal candidate will have these qualifications:

1. Bachelor's degree from accredited college or university or equivalent experience; master's degree preferred
2. 4-6 years successful experience in managing programs or operations in a nonprofit or related environment
3. Passion for our mission
4. Demonstrated ability to organize, direct, plan and coordinate operations
5. Successful and motivational people/team management and supervision
6. Strong, clear oral and written communication skills; excellent presentation skills
7. Proven ability to establish and maintain effective working relationships with Board, staff, volunteers, community groups and partners
8. Commitment to results: a 'can-do' mindset and a commitment to accountability
9. Understanding of the dynamics of the communities we serve, the funding community and community partners
10. Proven pattern of career success along with strong work ethic
11. Knowledge of computer systems, including MS Office and others
12. Exceptional interpersonal skills

Please submit resume and cover letter to

HR@kidsbookbank.org

Applications will be accepted through July 5,2020.

The Cleveland Kids' Book Bank is an equal opportunity employer that values diversity.

Applicants will not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, or medical condition. All employment is decided on the basis of qualifications, merit and business need.