

One Hundred Black Men of Chicago, Inc.  
Position Description  
**JOB POSITION: Executive Director**

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**VALUE STATEMENT**

100 Black Men of Chicago, Inc. will provide positive role models for African-American males throughout the Greater Chicago area by pairing them with successful African-American professionals committed to the intellectual development of youth and the economic empowerment of the African-American community based on the following principles: Respect for Family, Spirituality, Justice and Integrity.

**JOB STATEMENT/SUMMARY**

The **Executive Director** (ED) will be a mission-focused, seasoned, strategic and process minded leader with experience scaling an organization, convening and leading memberships and developing a performance culture among its members and peers. The ED is responsible generally for providing executive management and direction to the 100BMC organization. Importantly, the ED will be collaboration-minded and will have the skills, sensitivity, and personal confidence to tap into the power that each member brings. The ED will lead by example and ensure positive experiences for members and stakeholders. The ED will report directly to the Board of Directors with the Board Chairman as a point person for support.

**Leadership Competencies:**

*Job and Organization*

**Change Management**  
**Organization and systems knowledge**  
**Strategic thinking**  
**Project management**  
**Strategic resource management**

**Cultivates Innovation**  
**Decision-making**  
**Problem Solving**  
**Organizational growth orientation**

*People*

**Develops and motivates others**  
**External Relationship Builder**  
**Leads with vision**  
**Team Building**

**Emotional Awareness**  
**External Representation**  
**Values and prioritizes inclusivity**

*Self*

**Continuous improvement- minded**  
**Initiative and results-driven**

**Deals with uncertainty**  
**Resiliency**

**GENERAL RESPONSIBILITIES:**

***Organization Mission and Strategy – (25%)***

- Support comprehensive and innovative mentoring programs and models that are engaging and impactful for mentees and mentors and develop evaluative metrics and processes.

- Work with the board to drive, document, and implement strategic plans, including establishing organizational benchmarks and systems to monitor mission-aligned outcomes. Leverage the strengths, resources and expertise of the membership to drive mission and work, including alignment with other 100BMC local and national chapters.

#### ***Membership—(25%)***

- Coordinate the participation of 100BMC national chapter events, initiatives and efforts.
- Ensure that officers and board members are engaged on committees or projects to maximize organizational capacity.
- Administer and implement all major board approved policies.

#### ***Staffing—(10%)***

- Provide clear direction and leadership to staff/program officers to ensure achievement of organization's annual goals and objectives in results-oriented culture.
- Manage and supervise staff, consultants, volunteers, and interns and evaluate performance by setting work tasks, performance goals and success indicators to ensure high competency to meet organizational needs.

#### **Fundraising & External Relations(40%)**

- Expand fundraising capacity by developing grants management and stewardship processes and providing oversight and coordination of fundraising events.
- Publicly represent 100BMC and communicate organizational vision with external constituency groups including community, potential partners, funders, governmental, and private organizations and build excitement for 100BMC's mission and work.
- Develop public relations strategy that provides maximum visibility for the organization and its programs and services.

#### **SPECIFIC RESPONSIBILITIES:**

- Recruit, train and monitor members and mentors.
- Prepare annual reports for the 100 Black Men Inc. that reflect the status of financial condition, organizational priorities, programs and impact.
- Ensure the continued financial viability through sound fiscal management for 100BMC funding.
- Provide oversight of new initiatives and create atmosphere that supports the attraction and retention of financial, professional and other supporters to the organization.
- Participate in all event, program and mentoring committee meetings.
- Accountable to the members and will present activities at all General Membership meetings.
- Accountable to the Board and will provide a report at each scheduled Board meeting.
- Will work with our General Counsel on any contractual matters related to the chapter.
- Management of all external vendors that provide services to the chapter.
- Responsible to review and add value to our strategic plan on a regular basis.

**PROFESSIONAL QUALIFICATIONS:**

- Minimum BS/BA degree with a minimum of five (5) years' experience in business administration / management, including at least three (3) years in a leadership capacity; advanced degree/certifications and experience with not-for-profit management highly desired;
- Demonstrated supervisory experience, management and leadership skills;
- Exhibits good judgment and analytical skills required to anticipate organizational changes;
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills and ability to effectively communicate and interact comfortably and effectively with senior corporate executives, elected officials and foundation directors; a compelling spokesperson on behalf of the organization mission and vision;
- Excellent organizational and interpersonal skills with ability to work with internal and external constituents; a person of high integrity who will be respected by professionals, civic leaders, corporations, foundations and government officials;
- Possesses strong organizational development and project management skills able to oversee and handle multiple projects and tasks simultaneously, including skills in technology and social media communications; and demonstrated commitment to youth and community development.
- Organizational growth orientation, initiative and results-driven, leads with vision, external relationship builder/representative , strategic thinker, and emotionally aware.

**Salary: Range \$75,000 - \$100,000 based on experience.**

*The position may require the performance of other essential and non-essential job duties in addition to those mentioned above which will be determined at the discretion of 100BMCs Search Committee, Chair and/or Board.*

To apply send your resume to: [admin@100BMC.org](mailto:admin@100BMC.org)

The 100 Black Men of Chicago, Inc. is committed to assuring that:

All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis without regard to race, creed, color, religion, sex, age, national origin, disability, veteran status, or any other characteristic protected by law; Employment decisions are based on the principles of equal opportunity and affirmative action; and All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to race, creed, color, sex, age, national origin, disability, veteran status, or any other characteristic protected by law.