

**Position:** Regional Director, Lake County, IL



**FLSA Classification:** Exempt

**Reporting Relationship:** Chief Operating Officer

**ABOUT BIG BROTHERS BIG SISTERS OF METRO CHICAGO (BBBSCHI):**

**BBBSCHI'S Mission** is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.

**BBBSCHI'S Vision** is that all youth achieve their full potential.

**BBBSCHI is** an affiliate of the oldest, most respected mentoring organization in the US. BBBSCHI is a professionally managed, mission driven, performance-based organization providing high quality, safe and impactful 1:1 mentoring services to almost 2000 children/families across four counties in Metro Chicago: Cook, DuPage and Lake Counties in Illinois and NW Indiana.

As Metro Chicago and Northwest Indiana's largest donor and volunteer supported mentoring network, BBBSCHI makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles") from age seven through high school graduation. Private corporate, foundation and individual contributions provide 94% of BBBSCHI'S revenue base upon which we build programming that meets the needs of each child individually. Our programs are proven to keep kids in school, build positive behaviors and on the path to post-graduate success. Learn more at [www.BBBSCHGO.org](http://www.BBBSCHGO.org).

**BBBSChi's Core Value** is a deep belief that Justice, Equity, Diversity, and Inclusion is paramount and fundamental to BBBSChi's success. We all work to build and maintain an inclusive and equitable work environment for our staff, volunteers, and program participants. It is our belief that every staff member should embrace JEDI principles in the decision-making process. Therefore, we fully expect the ideal candidate will carry out their function with these core values in mind and treat everyone respectfully, fairly and equitably.

**Position Summary:**

The Lake County Regional Director will lead efforts to create connections and build relationships to ensure that the agency's strategic and growth goals are achieved in the Lake County Region in IL. This includes intentional focus on volunteers, youth and their families, local community organizations/businesses, and funding sources. This position will also collaborate with programmatic staff, including Brand Ambassador, customer relations, enrollment, site facilitator and match support staff.

**Responsibilities:**

1. Establish Big Brothers Big Sisters as a leading volunteer opportunity and youth development program in the Lake County area by generating new partnerships, engaging potential program participants, and developing leads through the promotion of the agency and its mission to meet recruitment and program goals.
2. Attend community meetings and events on behalf of the agency to build relationships in the community, provide continuous outreach, and increase visibility.
3. Conduct informational meetings and presentations with partner organizations to raise awareness and recruit volunteers.

4. Collect inquiries from potential volunteers and collaborate with customer relations team to ensure timely follow-up and excellent customer service.
5. Collaborate with all departments to ensure maximum exposure within the local community to further the agency strategic and growth goals.
6. Conduct strategic research, prospecting and vision setting to ensure we are providing relevant opportunities for our littles, their families, Bigs and engaging the community.
7. Keep abreast of BBBSA agency knowledge and mentoring trends by participating in educational opportunities and maintaining professional networks.
8. Track relevant outcomes and progress for reports and grant funding as needed.
9. Assist with diversity and inclusion efforts of the organization.
10. Promote the need for corporate and community involvement both within and outside the BBBSChi network.
11. Additional duties as assigned.

### **Skills and Qualifications:**

- Bachelor's degree in communications, marketing, social work, business administration or related field preferred.
- Minimum 5 years' experience with volunteer and youth recruitment, partnership development, and/or program management.
- Ability to think strategically and develop and execute a plan to achieve goals.
- Experience in leading meetings and presentations, interfacing with all levels of staff, external partners, volunteers, and clients.
- Commitment and drive for working with people from diverse backgrounds.
- Experience with change management through evaluating programs and driving innovative ideas.
- Proven experience in networking, lead generation and partnership development.
- Excellent organizational, customer service and interpersonal skills.

### **Work Environment:**

This position operates in a professional office environment.

This role routinely uses standard office equipment such as computers, phones, photocopiers, etc.

**There is an expectation to work in office a minimum of two days per week.**

To apply Please forward your resume, cover letter and salary requirements to:

[BBBS Careers Apply Here](#)

Big Brothers Big Sisters of Metropolitan Chicago

Attn: Human Resources

560 W. Lake St., 5th Floor

Chicago, IL 60661

**BBBS is an Equal Employment Opportunity Employer**

