



Building Bridges Coalition

BBC Position Available

The BBC is currently hiring for the position of Executive Director.

Please distribute and post.

Position Title: Executive Director

This is an exciting and unique opportunity as it is the first paid staff position for the Building Bridges Coalition. The Executive Director will manage a large part of the organization's activities. It is a position of great responsibility and opportunity for growth.

Responsibilities:

Member Relations

- Welcome new members to the Building Bridges Coalition (BBC) via e-mail and phone calls to explain the vision, mission and strategies of the coalition. Communicate expectations and opportunities for members.
- Function as primary communicator to BBC membership for news, events, calls to action and other coalition messages.
- Encourage member engagement via all e-mail and verbal communications with BBC members.
- Serve as BBC point of contact for member and external inquiries, referring inquiries to appropriate BBC leaders or members as necessary.
- Communicate periodically with BBC member organizations to gain their insights, suggestions, concerns or other thoughts with respect to the BBC & international volunteering in general.

Events and Conference Calls

- Schedule and coordinate quarterly membership conference calls.
- Schedule member events.
- Travel to Washington DC, New York or other locations twice or more per year to attend BBC events and meetings.

Facilitate Communication of Leadership

- Maintain regular communications with BBC workgroup chairs about status and plans for their groups. Provide assistance and guidance as necessary.
- Schedule and support Board of Directors calls



Building Bridges Coalition

Program Management

- Develop, implement and manage various programs.

Technical and Marketing

- Keep BBC website updated with current information, member lists, links to member websites, upcoming events and other information.
- Maintain website's accuracy and continual improvement.
- Maintain BBC member platform (ning.)

Administrative

- Maintain master list of BBC members.
- Maintain database of member organizations with complete and accurate contact information for all contact persons.
- Maintain separate mailing lists for all BBC groups such as Volunteer Organizations, Campus Engagement Group, Corporate Group, Board of Directors and Working Groups.
- Board governance such as minutes, board book, filings, etc.
- Assurance of organization's adherence to established best practices of governance.
- General administrative duties related to organization's operation.

Financial

- Lead the BBC's annual appeal for commitment from members.
- Monitor BBC membership status and renewal dates. Send invoices and receipts for membership dues payments.
- Financial bookkeeping such as paying bills, making deposits, preparing financial statements and other financial activities.
- Manage financial responsibilities and communicate with Chairperson and Treasurer regarding financial issues.
- Coordinate annual audit and completion of financial reporting requirements.

Qualifications:

- Action-oriented and results-oriented.
- Ability to work independently.
- Ability to envision and implement new initiatives.
- Strong interest in and commitment to the field of international volunteering.
- Experience with BBC preferred but not required.



Building Bridges Coalition

- Strong interpersonal skills, including written and verbal communications.
- Modest technical savvy to utilize member database, manage website and other technical needs.

Reports to: Chairperson

Compensation: \$35,000-\$40,000 Annual Salary, commensurate with experience

Reimbursement of Expenses: As necessary for travel to BBC meetings.

Time Commitment: Full-time or part-time

Location: Based in BBC Member's Office TBD. New York or Washington D.C. preferred.

About the Building Bridges Coalition (BBC)

The Building Bridges Coalition is a consortium of over 300 leading organizations working collaboratively to advance the quality, impacts, and scale of international volunteering. The BBC is a galvanizing force, a convening space, and the voice of its field.

The BBC is a project of the Brookings Institution's Initiative on International Volunteering and Service, and is comprised of international volunteer organizations, corporations, universities and colleges, government agencies, policy makers, and other stakeholders.

Individuals interested in applying for this position should contact buildingbridgesco@gmail.com.