



**OUTWARD
BOUND**

Position: Executive Director

Location: Bay Area Outward Bound Center

Reports To: Vice President, Outward Bound Centers

FLSA: Exempt

Date Updated: January 24, 2008

JOB DESCRIPTION

Summary

The Bay Area Executive Director has the unique opportunity to lead the establishment of Outward Bound's newest Center in the San Francisco Bay Area. The Bay Area Center is building on the success of Outward Bound's "Urban Centers" in Baltimore, Philadelphia and Los Angeles and is expected to soon become a high-profile youth development organization serving more than 3,000 students annually within five years with the intention of having a lasting impact on participants' lives and the culture of their organizations. The Executive Director will be the key visionary and leader in achieving this goal.

The Executive Director serves as the senior staff member overseeing the execution of strategy, mission, policies, organization, funding, programs, and operations of the Outward Bound Bay Area Center within Outward Bound National philosophy and guidelines. In this capacity he/she supervises the Bay Area Center staff and indirectly supervises the Northern California Regional Development Manager for Center fund raising activities (matrix relationship with Outward Bound National Director of Individual Gifts).

The Executive Director reports, and is accountable to, the Vice President, Outward Bound Centers. In addition the National Board has delegated certain fiduciary responsibilities including strategy oversight and budget approval to the Bay Area's local Board of Trustees. The Executive Director is expected to report to this board on strategy and budget, and to work effectively with this board to assure the Center is responsive to local interests.

The Executive Director also serves as a member of the Centers Leadership Team. In cooperation with his/her peers and the Vice President, Outward Bound Centers, this individual is expected to contribute to the expansion and strengthening of Centers nationally.

Essential Duties and Responsibilities

- Lead in the execution of the "Centers Strategy".
- Develop a "full line" of programs in service to the Bay Area, consistent with community needs, which help make the community a better place to live.
- Provide effective leadership, motivation, and direction to Center staff and volunteers to enable the Center to deliver rich, varied and comprehensive programs to reach a wide spectrum of middle and high school Bay Area youth.



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- Hire, train and professionally manage top quality Center staff. Determine and plan for organization's human resource needs as it grows, balancing growth requirements and resources.
- Ensure that all programs are designed to effectively teach to Outward Bound's outcome measures as defined. Build upon existing program models and adapt them to achieve long-term impact on participating students and organizations.
- Be the leader in Center fundraising from individuals, foundations, corporations, government agencies and school systems. Work with the Regional Development Manager and the Center Board of Trustees to develop fundraising goals and plan. Deliver annual fundraising objectives and cultivate longer-term sources of funding.
- Build strong relationships with local school districts, charter schools and youth organizations and create the opportunity for a lifetime relationship with Outward Bound.
- Develop short and long-term plans for Center facilities, taking into account Center's program needs, geographic service area, potential partners, and fundraising opportunities.
- Establish partnerships with local youth development and outdoor activity organizations that can add capabilities and experiences to enrich Center programs with limited incremental cost.
- Ensure that all courses are run with the highest level of safety and in accordance with Outward Bound National Safety Policies and Standards.
- Manage Center operations and facilities efficiently and effectively to best balance cost minimization and quality program delivery.
- Establish and maintain effective working relationships with the Bay Area Board of Trustees, National senior management and the local community.
- Prepare challenging, yet achievable, Center plans and budgets.
- Manage Center revenue and expenses within approved budget.

Knowledge and Skills

Required:

- Passion for the Outward Bound mission.



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- Entrepreneurial zeal and a commitment to the value of service.
- Flexible, self starting and resourceful with a “can do” attitude and the ability to motivate and lead staff to deliver outstanding results.
- Comfortable and effective working in a group environment requiring team building, flexible multi-tasking and careful time and expense management.
- Strong interpersonal communication and people management skills including persuasion and motivation.
- Knowledge and experience building government and community relations and partnership with other key organizations.
- Computer literate (Word, Excel, Outlook and Internet search).

Desirable:

- Knowledge of, and connections in, the Bay Area Community and the San Francisco, San Mateo and Oakland school systems.
- Experience in managing small group experiential life skills learning outdoor programs.

Education and Work Experience

- Bachelor degree and a minimum of ten years experience in the outdoor education/experiential learning field or any similar combination of education and experience. Masters degree preferred.
- A minimum of five years in a managerial position with P&L responsibility.
- Experience working with a variety of student populations including but not limited to middle and high school youth, educators and corporate leaders.
- Experience in, and successful at, fundraising from a range of funding sources.
- Outward Bound experience preferred.

Compensation

- Commensurate with experience.
- This is a full-time benefit eligible position.