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JOB ANNOUNCEMENT - PLEASE POST

To: All Clubs
From: Diane Aman
Subject: Job Opening
Date: April 11, 2017

Qualified candidates are encouraged to apply for the full-time **Branch Executive** at our **Gilbert Branch** currently open with the Boys & Girls Clubs of the East Valley.

This position directs, oversees and manages the daily operations of the Branch with primary concern for budget development and administration, program and service delivery, supervision and training of staff, facilities management, fundraising, community relations, Branch Board development, and membership administration.

Qualified candidates must have a minimum of 2-4 years full time work experience in a Boys & Girls Club or similar organization, experience with branch operations, supervising staff and fiscal management along with a four year degree from an accredited university or equivalent experience. Due to our vehicle insurance requirements, the Branch Executive must also be at least 21 years old with a valid driver's license. The salary range for this position is \$32,000-\$37,700 per year depending on experience and education.

Qualified candidates need to submit the following information to Diane Aman at the Program Service Center by April 25th. When submitting your cover letter and resume, the document must state that you are applying for the Gilbert position. Fax resumes to **480-820-4093 Attention Diane** or email your resume to **diane.aman@clubzona.org**.

- ☆ An updated application and/or current resume.
- ☆ A cover letter outlining your qualifications for the position and include that you are applying for the Gilbert Branch Executive position.