The **Boys & Girls Clubs of Greater Tarrant County** is seeking support refining its leadership succession plan.

While the nonprofit’s current leadership team is high-performing and stable, the organization seeks to proactively firm up its succession strategy to increase long-term sustainability. BGCGTC’s CEO has already begun the process by defining clear job descriptions and a talent development onramp for leadership roles. She requires external support to incorporate her own role into existing planning and to define an actionable succession strategy for the full leadership team. A skilled volunteer will support the CEO to:

1) **Develop a job description** for the CEO role that outlines job tasks and responsibilities, and holistically considers the requisite and preferred candidate qualifications, experience, and characteristics

2) **Building upon the organization’s pre-defined “Continuum of Learning” plan, structure a staged succession strategy** that outlines the near and long-term recruitment and development strategies needed to backfill executive roles with qualified, diverse leaders

3) **Support the CEO to communicate** effectively and thoughtfully to her board and staff about succession planning as a sustainability measure for the organization

**Estimated Volunteer Commitment:**
Flexible based on volunteer availability, minimum of 1-2 hrs / wk over a four month period
Volunteer Project Description
Succession Planning Project

Project Description

A skilled volunteer will support the following:

- **Board and Staff Engagement:** Help the CEO to facilitate productive, non-threatening conversations about leadership transition. Work with the CEO to define and facilitate the role the Board Chair, broader board, and staff will play during the engagement.

- **Job Description:** Define a job description for the CEO role by conducting interviews with the current CEO and board of directors, and by pulling information from other executive job descriptions and from the organization’s 2026 strategic plan.

- **Succession Strategy:** Produce a document that outlines the process and timeline by which individuals would be selected, cultivated, and onboarded for a role on the leadership team (CEO and other executive roles), as well as a strategy for preemptively developing a pipeline of prospective talent through:
  - **Recruitment:** Recruiting high-potential female and minority leaders into the organization
  - **Internal Development:** Developing and cross-training current staff to create a robust bench of future leaders
  - **Audit Progress and Retained Support:** Check in with the organization six months and, again, one year after engagement concludes to monitor progress on the succession plan execution and to help the CEO refine strategies, as needed.

Volunteer Skills and Strengths Needed

We are seeking an experienced professional and a strategic thinker with significant past experience in: nonprofit management and governance, succession planning, talent development, diversity, equity and inclusion, facilitation and presentation, coaching and mentoring

Interested in helping to build the sustainability of this high-impact organization? Email Common Impact and we’ll reach out to discuss the opportunity in greater detail!