

CEO Position Description





CEO Position Description

TITLE: Chief Executive Officer

PERFORMANCE PROFILE SOURCE: Executive Professional

DEPARTMENT: Executive

REPORTS TO: Board of Directors

FLSA STATUS: ☒ Exempt ☐ Non-Exempt

PRIMARY FUNCTION:

The Chief Executive Officer is responsible for providing leadership and direction in overseeing strategic planning and operation of the organization, in support of organizational mission and goals. Provides leadership, direction and support to the board of directors in developing organizational goals, attaining/allocating and managing resources, and establishing policies. Provides leadership and direction to staff management and partnership development in carrying out the key roles.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Ensure the effective operation and delivery of programs within the Club and community:
 - Support the organization's mission and principles;
 - Maintain an environment that facilitates the achievement of youth development outcomes and uses outcome measures to demonstrate effectiveness;
 - Establish and monitor adherence to policies and procedures; and
 - Implement programs, services and activities that support youth development outcomes.

Strategic Planning

2. Implement a strategic planning process that results in the development and implementation of a quality strategic plan.
3. Identify and evaluate opportunities for improvement and implement plans to improve using KPIs and data analytics.



Board Development

1. Identify, recruit and develop effective board members.
2. Ensure active participation by board members and support effective board roles and functioning. Ensure Board committees are provided with the information and support necessary to fulfill their objectives.

Resource Development

3. Ensure the annual budget is funded and organization has adequate cash flow.
4. Develop strategic plans to generate revenue through a variety of fundraising techniques. Identify, cultivate, solicit donors. Oversee planning and implementation of special events.
5. Provide guidance to staff and volunteers performing resource development functions.

Resource Management

6. Develop, implement and monitor the Club's annual budget.
7. Implement administrative and operational systems to support effective operations.
8. Ensure productive and effective staff performance, with a focus on Club and child safety; provide guidance, feedback and opportunities for professional development.

Technology

9. Develop and implement plans for updating existing technology and resources:
 - Acquire and/or allocate funds to implement and update existing technology and resources; and
 - Ensure the maintenance of Club technology and information management systems.

Partnership Development

10. Develop strategic alliances with community leaders and local officials. Develop collaborative partnerships with other youth serving organizations, members, parents, families, funders and community organizations.

Marketing and Public Relations

11. Increase visibility of Club programs, services and activities and maintain public trust.

ADDITIONAL RESPONSIBILITIES:

May be assigned special projects periodically by the Board of Directors.

RELATIONSHIPS:

Internal: Maintain contact with Board of Directors, Club staff, volunteers and Club members.

External: Maintain contact with potential and current donors, external community groups, parents, school officials, parents and school officials, and others as required.



SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university preferred
- A minimum of three years experience in managing programs or operations in a non-profit agency or Boys & Girls Club; or an equivalent combination of education and experience
- Thorough knowledge of: the mission, objectives, policies, programs and procedures of Boys & Girls Clubs; the principles and practices of managing nonprofits; and resource development activities and sources of funding
- Demonstrated ability to plan and implement effective operations
- Leadership skills, including negotiation, problem solving and decision making
- Strong communication skills, both oral and written
- Ability to establish and maintain effective working relationships with the Board of Directors, staff, community groups and other related agencies
- Basic knowledge of asset management including financial resources and property

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____ **Incumbent** _____ **Date** _____

Approved by: _____ **Chair, Board of Directors** _____ **Date** _____

