



Chief Executive Officer

POSITION SUMMARY

The District Chief Executive Officer (CEO) is responsible for overseeing the administration, programs, and strategic plan of the organization in collaborative partnership with the District's Board of Directors.

FLSA Status

This position is exempt under the Fair Labor Standards Act.

Reporting Relationship

Reports to the District's Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

- Oversee the day-to-day operations of the organization and ensure its overall successful long-term operations
- Assure that the organization makes consistent and timely progress in achieving its mission and target programmatic impact
- Provide leadership in developing program, organizational, and financial plans and execute on the policies authorized by the Board
- Plan, actively manage, and oversee the organization's operations, programs, fundraising, and operations while ensuring the organization's financial sustainability
- Oversee and report on the organization's results for Board of Directors
- Drive development and fundraising in collaboration with the Senior Development Officer, leveraging the Board as needed
- Lead, manage, and guide the organization to attain continued growth, success, and optimal mission impact for programs and services
- Actively engage in complex fiscal management through hands on budgetary development and oversight; routinely report performance and financial activities to the Board
- Provide thoughtful executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission as defined by the Board of Directors

- Foster a collaborative working environment, encourage professional development, and champion accountability amongst staff
- Attend all Board meetings and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors, staff, and other leaders
- Communicate effectively with the Board by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner
- Foster an environment of transparency, ethics and compliance with the Brown Act.
- Effectively represent the organization and promote a positive organizational image to ensure adequate community representation
- Organize, motivate, and mentor internal team leaders to strategically grow the organization's impact, programs, and fundraising, and to effectively fulfill its important mission
- Apply innovative thinking and performance measurements to analyze and support strategic decision-making
- Continually foster a culture that encourages collaboration between departments and recognizes positive contributions
- Contribute to the strategic plan and drive its implementation
- Manage and motivate staff, overseeing processes such as hiring, separation, ongoing staff development, performance management, and compensation and benefits
- Inspire a business-oriented, professional, results-driven environment across the organization
- Perform general management duties ensuring the successful operations of the organization

Supervisory Responsibilities

- Directly supervises personnel, including subordinate supervisors.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems in a timely manner.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

A Bachelor's degree from an accredited institution, or the equivalent; degree in Business Administration or a similar area of study is preferred.

Professional Experience

Seven (7) years of prior executive-level experience as a successful leader of a healthcare organization (public agency and nonprofit preferred).

Language Skills

- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- The ability to write reports and business correspondence.
- The ability to effectively present information and respond to questions from groups of managers, constituents, internal and external stakeholders, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

- Solid experience with computer skills in email and calendaring applications, and in using word processing, spreadsheets, presentation, and database software.

Other Skills & Qualifications

- Proven track record of growing organizational capacity and programmatic impact.
- Proven abilities and experience in fiscal management and preparing and securing Board approval for a complex budget.
- Talent for creative program creation and organizational funding growth.
- Ability to review current organizational programs/structures and make recommendations that empower programmatic refinements.
- Capacity to excel at influencing and leading an organization towards positive growth.
- Ability to design, develop, and implement strategies that enhance and support organizational operations.
- Knowledge of how to foster an environment of accountability, healthy work relationships and partnerships, and inclusivity among organizational staff in order to maintain a positive and collaborative work environment.
- Experience in creating and establishing clear, measurable business goals.
- Outstanding communication skills and ability to work well with media, staff, and the community.

- Ability to manage and prioritize multiple tasks and projects according to established organization criteria and protocols.
- Strong organizational and time management skills.
- Strong interpersonal skills and the ability to work in a diverse work environment.
- Ability to handle sensitive and confidential information with discretion.
- Ability to communicate clearly and in a compelling manner with stakeholders at every level.

Certificates, Licenses, and Registrations

None

Travel Requirements

This position requires local travel up to 50% of the time. Additional travel may be required to travel outside of the local area as needed.

Access to reliable transportation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear, and use hands up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This position requires the flexibility to work evenings and weekends as needed.