

Chief Executive JOB DESCRIPTION

POSITION SUMMARY

The chief executive is responsible for the overall administration and management of XYZ, including service programs, fundraising, and business operations. Areas of responsibility include planning and evaluation, policy development and administration, personnel and fiscal management, and public relations. This is a full-time position, hired by and directly accountable to the board of directors through its elected board chair.

RESPONSIBILITIES

1. Management and administration

- a. Develop and facilitate an active planning process.
- b. Develop organizational goals and objectives consistent with the mission and vision of XYZ.
- c. Develop and administer operational policies.
- d. Oversee all programs, services and activities to ensure that program objectives are met.
- e. Oversee business development.
- f. Ensure compliance with funding sources and regulatory requirements.
- g. Provide information for evaluation of the organization's activities.

2. Fiscal

- a. Develop, recommend, and monitor annual and other budgets.
- b. Ensure effective audit trails.
- c. Approve expenditures.
- d. Provide for proper fiscal record-keeping and reporting.
- e. Submit monthly financial statements to the board of directors.
- f. Prepare and submit grant applications and funding proposals as appropriate.

3. Personnel

- a. Administer board-approved personnel policies.
- b. Ensure proper (legal) hiring and termination procedures.
- c. Oversee any and all disciplinary actions.
- d. Provide for adequate supervision and evaluation of all staff and volunteers.

4. Board relations

- a. Assist the board chair in planning the agenda and materials for board meetings.
- b. Initiate and assist in developing policy recommendations and in setting priorities.
- c. Facilitate the orientation of new board members.
- d. Work with the board to raise funds from the community.
- e. Staff board committees as appropriate.

5. Public relations

- a. Serve as chief liaison with specific community groups.
- b. Ensure appropriate representation of XYZ by all employees.
- c. Coordinate representation of XYZ to legislative bodies and other groups.