

Position Description

Position Title: Chief Executive Officer (CEO) Department: Entire Agency Reports To: Board of Directors	FLSA Status: Exempt Essential Status: Non-Essential Job Classification: Salaried
---	---

The following is a composite representation of the actual position that makes up the classification. It is not intended to cover all possible job requirements. Lines of supervision are as shown on an organization chart.

Position Summary

The Chief Executive Officer of ARC Marion, Inc., with reporting line to the Board of Director. Responsible for the management of the entire agency, ensures fulfillment of mission and provision of quality services.

Essential Functions

1. Supervises all employees and makes final approval of all hiring and termination employment decisions.
2. Provides supervision of all services, supports the activities of the organization.
3. Provides training, supervision and monitoring of all staff to ensure the provision of quality services.
4. Oversees the implementation of agency policies and procedures.
5. Develops and monitors budget for entire organization, overseeing financial management.
6. Reports information and recommendations to Board of Directors and committees of the Board.
7. Represents ARC Marion at meetings, events and other community functions to facilitate community support of organization and Consumers.
8. Resolves grievances, conflicts and concerns of Consumers, families, staff and other persons affiliated with the agency.
9. Completes annual performance evaluations of senior management staff and oversees those of other employees
10. Develops network of contacts with community leaders to facilitate community support and inclusion opportunities for Consumers.
11. Ensures that organization complies with all laws and regulations pertaining to operations.
12. Provides leadership to ensure all staff and volunteers fulfill the mission and values of ARC Marion.

Secondary Functions

1. Provides staff training as needed
2. Participates in training activities
3. Transports Consumers in emergency situations

Supervisory Requirements

Responsible for the supervision of all staff at ARC Marion. Must provide positive leadership and model respectful behavior for the entire organization. Is on-call for any emergency that may occur.

Knowledge, Skills and Abilities

1. Knowledge of ARC Marion policies and procedures.
2. Demonstrate good oral and written communication skills
3. Knowledge of supervisory and management principals and application.
4. Demonstrate ability and initiative to work independently.
5. Demonstrate leadership skills.

Equipment

1. Personal computer and printer.
2. Basic office machines such as, copier and fax machine.
3. Vehicle

Credentials/Licenses/Employment Requirements

1. Successfully pass a State of Florida, Department of Law Enforcement (FDLE) and local law enforcement checks. Employment is contingent on these findings.
2. Subject to alcohol and drug testing as specified in the Drug-free Workplace Policy.
3. Provide proof of valid driver's license.

Education and Experience

1. A minimum of Bachelors degree with preference given to a Masters degree in human services, business or education. Experience may be substituted for a Degree.
2. Minimum of 30 months experience in a senior management capacity in human services organization.

Physical Demands

Physical Requirements: A

Physical Activity: C D E H I G L M P Q

Visual Activity: A

Environmental Conditions: C L

I have read and understand the job description for the position of Chief Executive Officer (CEO)

Signature

Date

The feeling of the board is that you have done a great job in stabilizing the expense side of the equation and now we need to concentrate on the income side. Time needs to be spent on increasing brand awareness in the community.

Goal examples:

- 1) Increase fundraising x%.
- 2) Attend x number of community functions. (Chamber events, other non-profit events, join a United Way Committee, attend meetings of clubs)
- 3) Find ways to delegate duties. (Maybe hire part time bookkeeper).
- 4) Clean opinions on audits. (Financial and operational)
- 5) Find measurable ways to increase employee morale. (Have one-on-one meetings with employees, appreciation days, etc)
- 6) Develop long-term strategic plan.
- 7) Evaluate board membership and recruit new members with needed skills. Search for candidates from one or two of the largest employers.
- 8) Maintain optimal clients in group homes.
- 9) Seek out training opportunities for professional expertise as an Executive director. (Attend x number of professional development courses).

Also maybe think about planning an allocation of your priorities:

• Donor and prospect cultivation	% of time
• Community and stakeholder outreach	% of time
• Human resource management	% of time
• Financial management	% of time
• Planning and research	% of time
• Board activities	% of time
• _____	% of time