

**AJFC COMMUNITY ACTION AGENCY, Inc.**

**JOB DESCRIPTION**

**Chief Executive Officer**

**Classification:** Exempt

**Salary Grade/Level/Family Range:** \$85,000 - \$115,000

**Reports to:** AJFC Community Action Agency Board of Directors

**Date:** January 1, 2023

**Job Title:** Chief Executive Officer ("CEO")

**Department:** Administration

**JOB DESCRIPTION**

**Summary/Objective:**

The CEO is responsible for providing strategic leadership for the agency by working with the Board of Directors and executive management team to establish long-range goals, strategies, plans and policies.

The CEO reports to the Board of Directors and achieves agency objectives through successful leadership and management of the organization through the strategic plan and agency budget. The CEO supervises the key executive team and is responsible to perform a wide range of difficult-to-complex administrative activities related to finances and accounting, marketing and promotion of services, human resources, and discretionary activities that serve to support effective business operations. Under general direction from the Board, s/he uses considerable independent judgment in decisions that influence operations; directs and participates in the development and implementation of goals, objectives, policies, and procedures; directs and ensures proper coordination of all administrative affairs.

This position requires a commitment to the mission and goals of AJFC Community Action Agency and programs dedicated to assisting low income persons.

**RESPONSIBILITIES**

**Leadership & Management**

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize AJFC staff, volunteers, board members, partnering organizations, and funders.

This job description should not be construed to imply that those requirements are the exclusive standards for this position. Incumbents may be required to follow any other instructions, and to perform any other related duties that may be required by their supervisor.

## **AJFC COMMUNITY ACTION AGENCY, Inc.**

### **CEO JOB DESCRIPTION**

- Lead, coach, develop, and retain AJFC's senior management staff into a high performing team
- Ensure effective systems to track progress, and regularly evaluate program components, to measure successes, challenges, and opportunities.
- Lead an ongoing succession planning process to assure continuous agency quality and continuity.

#### **Governance**

- Develop, maintain, and support a strong Board of Directors; develop meeting agendas, reports, and issue papers; seek and build board involvement with strategic direction for ongoing operations.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Keep the Board fully informed on the condition of the organization and the factors or issues influencing it, including staffing, benefits, funding, and regulatory requirements.

#### **Budget & Finance**

- Develop and maintain sound financial practices.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Work with the staff and the Board of Directors in preparing an annual budget and assure that the organization operates within budget guidelines.
- Conduct official correspondence of the organization, and execute legal documents in consultation with Board officers, as appropriate.

#### **Human Resources**

- Assure the recruitment, employment, and release of qualified personnel, in support of agency operations.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Develop and manage an effective leadership team, with appropriate provision for succession.
- Encourage continuing staff development and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse staff.

#### **Fundraising & Communications**

- Expand revenue generating and fundraising activities to support existing program operations and facilitate a financially strong operation.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating stronger relationships with the community, media, funders, and constituents.

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## **AJFC COMMUNITY ACTION AGENCY, Inc.**

### **CEO JOB DESCRIPTION**

- Build partnerships and establish relationships with funders, political, business, and community leaders throughout the region.
- Publicize the activities of the organization, its programs and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the agency, programs, and point of view of the organization to agencies, funding sources, regulators, organizations, and the general public.
- Actively participate in community initiatives, on a local, regional, state, and national level to stay abreast of community action best practices, regulatory requirements, and partnership opportunities.

#### **Planning:**

- Manage AJFC's strategic planning process that meets organizational standards for community action agencies and utilize the results for annual planning, evaluation, and staffing.
- Assure compliance with Organizational Standards (CSBG) Program and Governance Standards.
- Represent the agency, programs, and point of view of the organization to agencies, organizations, and the general public.

These duty and responsibility requirements are not the exclusive standards of the position. The CEO will follow any other instructions and perform any other related duties as may be required by the Board.

#### **Employment Standards and Requirements:**

- Maintain strict confidentiality of the information regarding the staff, and clients.
- Promote trust and a safe environment among the clients and staff.
- Demonstrate a respectful and professional demeanor when dealing with AJFC stakeholders—staff, board, clients, funders, agency partners, volunteers and anyone else conducting business with the agency.
- Must have vehicle insurance and driving record that meets the AJFC insurer's criteria.
- Must meet timelines and deadlines.
- Must pass background check, drug and alcohol screening.
- Must follow program performance standards and procedures.
- Must follow AJFC personnel policies and procedures as outlined in the employee handbook.
- High-stress position based on full responsibility for AJFC operations.
- Usually works in an office environment, but sometimes may work in non-standard workplaces.
- The noise level in the work environment is usually quiet
- Will work a standard week, hours may be long and irregular

#### **Educational Background**

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**Qualifications**

- Bachelor’s degree is required, Master’s degree preferred
- Five (5) years of recent relevant experience in a senior/executive level position responsible for running an organization; non-profit experience preferred.
- Experience in complying with state and federal regulations as well as grant regulations and requirements.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships and implement governance best practices is preferred.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning

**Supervisory Responsibility:** Executive Management Team

**Work Environment:** This job operates in Agency Administrative Office.

**Physical Demands:** While performing the duties of this job, the employees are regularly required to talk and hear, sit use hands and fingers to feel objects. This position is very active and requires standing, walking, bending, kneeling, and stooping all day. The employee must frequently lift and/or move up to fifty (50) lbs. if necessary, to lift products. Specific vision abilities perception, and ability to adjust focus.

**Position Type and Expected Hours of Work:** This is a full-time position and hours of work and days are Monday through Friday, 8:00am – 4:30 pm.

**Work Authorization/Security Clearance:** If Applicable

**AAP/EEO Statement:** “Equal Opportunity Employment”

**Signatures:** This job description has been approved by all levels of management.

**Manager:** \_\_\_\_\_ **HR:** \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirement, essential functions and duties of the position.

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This job description should not be construed to imply that those requirements are the exclusive standards for this position. Incumbents may be required to follow any other instructions, and to perform any other related duties that may be required by their supervisor. As a salaried position, additional hours without consideration of overtime pay may be required.