



Job Title:	Chief Executive Officer	FLSA:	Exempt
Department/Group:	Administration	Reports To:	Board of Directors
Location:	Maysville	Travel Required:	Yes
Position Type:	Full-time		
HR Contact:	Mary Breeze	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	-----

Job Description: Provide strategic leadership to ensure the organization provides a comprehensive range of accessible and coordinated behavioral and physical healthcare services, including direct services and indirect mental health, substance abuse, intellectual developmental disability, and physical health services to the population of the Buffalo Trace Area Development District as required by KRS 210,370 to 210.481.

Applications Accepted By:

Drop off at Comprehend Office
611 Forest Avenue
Maysville KY, 41056

Email:

mbreeze@comprehendinc.org

Job Description

Role and Responsibilities

Serves as the authorized representative of the Board in matters affecting the administration of the affairs of the Organization including:

1. Responsible for the enhancement of Comprehend's image, by being active and visible in the community and by working closely with other professional, civic, and private organizations.
2. Serve as the primary spokesperson to the organization constituents, the media, and the general public.
3. Ability to effectively communicate the organization's mission to donors and the overall community.
4. History of successfully generating new revenue streams and improving financial results.
5. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner all information necessary for the Board to make informed decisions.
6. Responsible for the fiscal integrity of Comprehend, to include submission to the Board of a proposed budget, monthly financial statements that accurately reflect the financial condition of the organization.
7. Responsible for the fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
8. Excellent donor and relation skills and understanding of the community
9. Oversees and supervises all personnel of the organization.
10. Assigns duties and responsibilities.
11. Supervises members of the Executive Leadership Team.
12. Determines the salaries of such employees that are supported by the organization's annual budget
13. Coordinates with program directors and identifies community program needs.
14. Identifies funding sources and resources necessary for program operation.



15. Serves as the Board’s resource and assists the Board in the development of program/personnel management and implementation of policies.
16. Ensures that the organization complies with the Kentucky Statutes relating to mental health and with regulations of the Cabinet for Human Resources.
17. Serves as the agency’s official representative to the Kentucky Association of Regional Programs and other state or local associations or professional groups which are to the benefit of this agency.
18. Monitors the financial status of the organization and all affiliates including assessing program staffing, funding, adherence to the organizations mission, vision and sustainability.
19. Identifies new services and makes recommendations to the Board for increased revenue options.
20. Serves as the liaison between all organization employees and the Board.
21. Serves as the organizations representative at all state, local, and national meetings, conferences, events.
22. Is responsible for negotiating all contracts for the organizations including personnel, vendor, funding, grants, etc.
23. Serves as the organizations representative in the local communities
24. Other duties as may be assigned and required by the Board of Directors.

Qualifications and Education Requirements

Master’s degree in one of the following preferred: Behavioral Healthcare related field, Public Health, Healthcare Administration, Business Administration, Non Profit Administration. Other degrees may be considered based on executive level work experience.

Minimum of 5 years of senior executive leadership in a similar organization.

Experience and knowledge regarding provision of financial oversight of the corporation including personnel management, accounting, auditing, and corporate compliance.

Supervisory Requirements

A minimum of 3 years supervisory experience of senior executive staff.

Physical Requirements

Ability to travel including frequent out of district travel for meetings, etc.

Special Requirements

Must reside in the region

Valid driver’s license

Dependable transportation

Ability to provide 24/7 administrative access to staff and Board

Must be bonded

Reviewed By:	HR	Date:	04/15/2021
Approved By:	Executive Committee Board of Directors	Date:	04/15/2021



Employee Signature:	
Last Updated By:	04/15/2021