

President / Chief Executive Officer (CEO)

Position Summary:

The President/CEO is the chief administrative officer of the organization and is responsible for providing inspirational leadership and sophisticated management abilities that improve the general welfare of all persons with intellectual and developmental disabilities. While working closely with the organization's executive team, the CEO will provide thoughtful and visionary leadership to advance the culture, capability, programs, and impact to accomplish the mission of the organization. Prudently directs resources, develops, and maintains a solid financial position with responsibility for the fiscal integrity of the organization. Builds and maintains relationships at the local, state, federal levels with governmental entities, legislators, community organizations and businesses.

Pay:

\$175,000 - \$225,000/year *Negotiable based upon experience*

Reports To:

The CEO reports directly to and works collaboratively with the Board of Directors.

Responsibilities:

- Work closely with the Board of Directors and committees, presenting strategic options and plans that advances the mission.
- Maintain regular and ongoing communication of risks, issues, and successes to build strong relationships with the entire Board. Provide Board with timely and accurate information to enable them to properly perform their functions.
- Work closely with the Board to ensure the development of strong Board governance, clear lines of communication and organizational transparency.
- Drive development and fundraising in collaboration with the Development Director, leveraging the Board as needed.
- Ensure the organization's robust and financial stability and sustainability by maintaining healthy cash flow and adequate reserves.
- Ensure the delivery of high-quality programs and services while managing for current and future growth.
- Increase efficiencies and consistency throughout the organization by developing and implementing standardized programs.
- Enforce financial policies and guidelines to ensure the organization's assets are protected, utilized effectively, internal controls are adequate, and investment returns optimized.
- Ensure the organization is in compliance with all local, state, and federal regulations and has sufficient internal controls to operate in accordance with new or revised regulations.
- Provide respectful, visionary leadership ensuring the organizational values are upheld personally and fostered within the organizational culture.

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- Direct efforts to enhance the visibility and presence of The Arc Palm Beach County and its programs before the community and to increase the awareness and understanding of the needs, rights, and abilities of citizens with intellectual and developmental disabilities.
- Provide strategic leadership and hands-on management for all the administrative and operational functions of the organization.
- Participate in community, state and federal initiatives benefiting citizens with intellectual and developmental disabilities through membership, committees, or taskforces.
- Ensure high visibility to prospects and the public and build interest in engaged philanthropy. Build a reputation for being an indispensable part of the community's leadership.
- Personally work to support philanthropic efforts and donor wishes to maximize the impact of philanthropic goals.
- Elevate the level of leadership, influence, and recognition of the organization.
- Lead the development, communication and implementation of effective growth strategies and processes.
- Maintain working relationships with elected officials and key local and state department personnel.
- Formulate and execute comprehensive marketing, branding and development strategies.
- Recruit, nurture and retain a diverse, highly qualified staff and provide career coaching, growth, and personal development for direct/indirect report employees.
- Coordinate the total agency planning process, utilizing appropriate staff and committees to assure that the agency properly plans its goals, objectives, and priorities.

Qualifications:

- Bachelor's degree in related field preferred (nonprofit management, organizational development, leadership, fundraising/fund development, finance, etc.)
- Five years' experience as a CEO, Executive Director, or in a related position at a nonprofit, foundation, government, or industry.
- Experience managing budgets, fund development, long-range planning, and policy development.
- Proactive problem solver with strong analytical skills.
- Exceptional verbal and written communication skills.
- Demonstrates strategic, visionary leadership and management skills yet detail oriented and decisive; Exhibits the qualities of a "servant leader."
- Success with building solid, productive relationships with donors and partners.
- Proficiency in Word, Excel, Outlook, and PowerPoint; working knowledge of computer-based fund accounting system.

Drug Screening and Level 2 Background Required