

Position Description

POSITION TITLE: Chief Executive Officer (CEO)

DEPARTMENT: Administration

FLSA: Exempt

REPORTS TO: Council Board of Directors

DATE:

Position Summary: The CEO is accountable for providing leadership, strategic direction and vision for the development and achievement of the organization's mission in partnership with the council's Board of Directors. The CEO works closely with the Board of Directors to determine the council business and fund development strategies. The CEO advises, recommends and assists the council Board of Directors in the formulation of policies governing the council and implements policies and directives of the board.

Through the senior management team, the CEO shapes the program and fund development strategies; builds community partnerships; provides direction and guidance to the council in the development of goals and objectives to execute these strategies; and directs the council's day-to-day operations. The CEO is responsible for the stewardship of the council's human, material and fiscal assets and ensures that council affairs are conducted in a manner consistent with corporate and charter requirements as well as federal, state and local laws and regulations.

Major Accountabilities:

1. Provides visionary leadership, support and direction to ensure that the mission and core values of Girl Scouting are practiced throughout the council's jurisdiction.
2. Assures that the development of financial resources is sufficient to permit the council to make continuous progress towards the achievement of its mission and goals and to secure its future financial stability and viability. Provides support to the Board of Directors in the development and execution of fund development strategies and works with staff to develop quality processes to ensure that funds are allocated properly to reflect present needs and future potential of the council.
3. Develops community partnerships by networking and furthering community understanding of the mission of the council and the Girl Scouts.
4. Assures the integration of governance and operational functions throughout the council's jurisdiction.
5. Provides direction and guidance in the planning, formulation, integration and implementation of long and short-term operating objectives and actions to support the business strategy. Provides leadership on critical issues affecting the council.
6. Develops and implements policies, procedures and systems to improve the efficiency, effectiveness and consistency of the council's structures, processes, operations and delivery systems.
7. Evaluates and gives advice as to the impact of new and existing programs designed to stimulate and sustain membership growth. Ensures program quality through the development and implementation of standards, controls and evaluation methodologies.
8. Ensures that corporate and legal responsibilities of the council are fulfilled. Keeps the Board of Directors informed on legislation and current legal requirements. Keeps the Board of Directors informed of pertinent trends and legislative activities that affect the work of the council.
9. Builds and develops a cohesive management team. Leads the team in the selection, management and retention of a talented, empowered and diverse workforce committed to the Girl Scout mission.

10. Ensures the financial health and integrity of the council by employing sound fiscal controls and by effectively integrating, managing and leveraging the council's resources and assets.
11. Cultivates a strong and transparent working relationship with the Board of Directors and ensures open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
12. Ensures that pluralism is institutionalized within the council's activities and functions. Ensures and promotes organizational diversity and non-discrimination in every aspect of Girl Scouting.
13. Provides leadership and guidance for the design, development and implementation of volunteer and human resource systems to ensure that the council is able to attract and retain a diverse, well-qualified talent pool of volunteers and employed staff.
14. Works in partnership with the national organization to promote the national policy agenda, implementing a unified policy voice and advocacy strategy.
15. Collaborates with the national organization to carry out the purpose of the Girl Scout Movement as set forth in the Preamble to the Constitution of Girl Scouts of the U.S.A. Ensures that charter requirements are met. Obtains information and resources related to operational and governance issues.
16. Acts as an advocate for Girl Scouting by representing the council to the general public and corporate community. Build community awareness and support for the council's contributions to the community's needs and values.
17. Other duties as assigned.

Supervisory Responsibilities:

Manages subordinate supervisor(s) who supervise employee(s); is responsible for the overall direction, coordination and evaluation of these departments. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Position Qualifications:

- Bachelor's degree in related field or experience commensurate with degree;
- Minimum five years senior management level experience with proven success in nonprofit fund development, financial management, personnel administration, public relations and agency management;
- Non-profit management experience, preferably in youth development;
- Significant board development and resource development experience.

Knowledge, Skills, and Abilities Required:

Computer literacy and technical knowledge of computer software programs such as Word, Publisher, Excel and the internet; ability to write and edit effectively; ability to communicate the written and spoken word with tact, diplomacy, and/or authority when necessary; excellent analytical and organizational skills required; well disciplined, able to meet deadlines, self-starter, ability to pay close attention to detail and maintain confidentiality; demonstrated ability to successfully handle conflict resolution at all levels with a variety of people, including external customers; able to work under pressure of many priorities and deadlines; ability to work well as a part of a team; thorough understanding of local as well as regional markets; knowledge of long-range planning process; must have highly developed interpersonal skills; excellent customer service skills; unequivocal commitment to pluralism; excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; outstanding presentation and communications skills and the experience and ability to be a visionary spokesperson, advocate, relationship builder and fundraiser; strong commitment to the professional development of staff, successful track record

of recruiting and retaining a diverse team; proven ability to set clear priorities and delegate responsibilities; keen analytic, organization and problem solving skills which support and enable sound decision making; knowledge of the Girl Scout program preferred; ability to meet travel requirements, including night, weekend and overnight travel; valid driver's license; access to properly insured vehicle in working condition; flexibility and a good sense of humor.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, ability to read numbers, reports and computer terminals. Occasional high stress work may be required in dealing with volunteers/staff. Evening and/or weekend work is required. The job requires travel.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

This position description does not constitute a contract.