



JOB DESCRIPTION

TITLE: Chief Executive Officer (CEO)

POSITION: The Chief Executive Officer (CEO) serves at the pleasure of the Board of Directors in an "exempt" capacity as defined under the Fair Labor Standards Act.

BRIEF JOB SUMMARY:

The mission of Chesterwye Center is to *Enhance the lives of adults with intellectual and/or developmental disabilities toward personal independence and choice*. This is an exciting opportunity for a dynamic leader with clinical and operational management experience associated with delivery of person centered supports to individuals with Intellectual and Developmental Disabilities. This 50+ year nonprofit organization with 75 staff serving 50+ individuals and families in Queen Anne's County, Maryland. We are seeking a skilled professional to develop and implement strategic vision, ensure ongoing programmatic excellence and demonstrate consistent quality and sustainability of finances, administration, and fundraising efforts. Successful candidates will have the ability to attract, develop, coach and retain high performing and diverse staff members. The position requires a minimum bachelor's degree in human services (master's degree desirable), with a minimum of ten years' progressive and responsible management experience in a multi-functional organization with proven success in managing a substantial budget. The candidate must have integrity, be mission driven, and self-directed with demonstrated ability and commitment to work collaboratively with all stakeholders. Candidate must also have strong written and verbal communication and presentation skills, with demonstrated experience and ability to engage a wide variety of stakeholders, and unwavering commitment to quality programs.

REQUIREMENTS

The CEO has a Bachelor's degree (preferably a Master's) in a human services field from an accredited college or university; ten years' experience working in high level management positions in a human service organization; and, experience in working with individuals with intellectual and/or developmental disabilities or similar populations.

Additionally, the CEO must:

- Have strong written and oral communication skills
- Be proficient in the use of contemporary electronic communications technologies, e.g., personal computer, internet, e-mail, etc.
- Have an understanding and commitment to person centered planning; the concept of important "for" the individual and important "to" the individual; and the principles of self-determination.

PRINCIPLE RESPONSIBILITIES AND DUTIES:

The CEO is responsible for managing overall operations and making major corporate decisions for the long term stability of the organization.

POSITION RESPONSIBILITIES:

Executive Leadership and Organizational Management

- Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission.
- Present strategic options and plans for organization impact and gain Board approval as needed to carry out the work of the mission of the organization
- Oversee management of all operations of the organization and ensure its overall successful long-term operations
- Organize, motivate, and mentor internal team leaders to strategically grow the organization's impact, programs, fundraising, and to effectively fulfill its important mission
- Apply innovative thinking to analyze and support strategic decision-making
- Adherence to the use of performance measurements assessing Regulatory Compliance, Policy Making, Management of Operations, Human Resources, Staff Development, Finances, Development, Strategic Planning and Community Involvement.
- Continually foster a culture encouraging collaboration among departments and recognizing positive contributions
- Lead efforts to implement the strategic plan
- Manage and motivate staff, overseeing processes such as hiring, separation, ongoing staff development, performance management, and compensation and benefits
- Inspire a business-oriented, professional, results-driven environment across the organization
- Perform general management duties overseeing Directors of Operations and Development and CFO
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors, staff, and other leaders

Board Governance

- Maintain regular and ongoing communication to build strong relationships with the entire Board, providing leadership and support to members at all times
- Communicate effectively with the Board by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner
- Attend all Board meetings and provide reports and updates on all current work, project timelines, and organizational progress
- Strategically interface with the board as needed to build consensus, remind of outstanding deliverables, and offer support
- Implement Board policies and procedures and build support for Board decisions among staff
- Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues, as well as successes

Development and Fundraising

- Manage development and fundraising in collaboration with the Development Director, leveraging the Board as needed
- Initiate, cultivate, and extend relationships with the organization's portfolio of individual, foundation, and corporate supporters
- Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves

Financial Management and Administration

- Provide strategic leadership for all of the administrative and operational functions of the organization in accordance with the mission, objectives, and policies
- Prudently direct resources for the management of finances within budget guidelines and according to current laws and regulations
- Ensure the fiscal integrity of the organization
- Monitor board-approved budget to ensure maximum utilization of resources and optimum financial positioning for the organization
- Ensure maximum resource utilization, budget management, and maintenance of the organization in a positive financial position
- Build and administer the annual budget in collaboration with the CFO, with Board approval

External Relations and Communications

- Represent the organization and serve as chief spokesperson publicly at events, conferences, and partnership meetings
- Present and promote the organization and its mission, programs, partners, and members in a consistently positive manner
- Ensure high visibility to prospective donors, board members, individuals to be supported, and the public; and build interest in engaged philanthropy
- Manage all aspects of the organization's marketing and public relations

BENEFITS:

We offer a comprehensive benefits package as follows:

- 401(k)
- 401(k) matching
- Health/Vision Insurance
- Dental Insurance
- Prescription Insurance
- Basic Life and AD&D Insurance (Company paid)
- Optional Buy-Up Life Insurance
- Holidays and Accrual-based Vacation Time
- Accrual-based Sick Leave

Chesterwye Center, Inc. is an Equal Opportunity Employer

It is the policy of Chesterwye Center, Inc. to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identify and/or expressions, genetic information, marital status, veteran status, or any other characteristic protected by federal, state, or local law.