

**Chief Executive Officer**

**Job Description**

Exempt (salaried)

**General Purpose of the Position:** Responsible for leading all Agency operations in accordance with the policies enacted by the Board of Directors.

**Supervisor’s Title:** Chairperson of the Board of Directors

**Supervisory Responsibility:** Program Directors/Coordinators, Finance Director, Public Relations Coordinator, Administrative Assistant.

**Minimum Level of Education/Experience Required:** Master’s Degree in Public Administration or a related field plus three years of experience leading and directing a not-for-profit organization; or a Bachelor’s degree and six years of experience in leading and directing a not-for-profit corporation. Previous experience reporting to a Board of Directors is required.

**License or Certification Required:** Must have a valid Illinois Driver’s license and proof of automobile insurance.

**Essential Functions of the Job:**

* 1. Leadership:
     1. Actively support the Agency’s mission by developing and implementing programs and services that help people overcome the causes and conditions of poverty.
     2. Actively support member communities to maximize planning and development opportunities, including public infrastructure development, and housing development.
     3. Accountable for the overall management of the agency, including the facilities, equipment, financial resources, and human resources.
  2. Strategic Planning:
     1. Facilitate the strategic planning process and ensure the development of a comprehensive strategic plan with measurable goals and outcomes.
     2. Regularly monitor and report progress achieved on strategic plan goals and outcomes to the Board of Directors.
  3. Customer Focus:
     1. Develop and monitor systems to assure delivery of high-quality customer service throughout the organization.
     2. Ensure the Agency develops and maintains a strong positive public image with the communities served, social service partners, and funders.
  4. Measurement, Analysis, and Performance Management:
     1. Incorporate the Results Oriented Management and Accountability (ROMA) framework into overall agency operations.
     2. Utilize measurable outcome indicators for key agency programs and activities, and report progress regularly to the Board of Directors.
  5. Human Resources:
     1. Ensure the Agency recruits and maintains a highly competent staff, and that any performance issues are promptly and professionally addressed.
     2. Design and implement strategies for the training and development of the Board of Directors and staff.
  6. Organizational Processes:
     1. Analyze organizational systems for suitability and effectiveness, and ensure agency policies are current and enforced.
     2. Ensures the Agency operates within the specifications of Federal, State, and local laws, guidelines, and policies.
  7. Results:
     1. Provide regular reports and data to the Board of Directors that demonstrate the achievement of results for established goals and objectives.
     2. Monitor financial statements and data to assure the agency remains financially strong, reporting any concerns to the Board of Directors.

**Physical Demands:**

1. Must be available to perform the essential functions of the job whenever scheduled to work.
2. Must be able to move about the office to supervise staff, meet with customers, and community partners, and operate common office equipment.
3. Must be able to pick up and hold documents and other common office items.
4. Must be able to communicate and converse with customers, coworkers, and community partners to implement the mission of the Agency and to supervise and oversee Agency operations.
5. Must be able to operate a computer to record and report data and to communicate with staff, customers, volunteers, and community partners.
6. Must be able to use a telephone to communicate with customers, coworkers, and community partners.
7. Must be able to operate a motor vehicle to provide services in the community, meet with community partners, and supervise other office locations.

**Protective Equipment:** None.

***This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to modification to reasonably accommodate individuals with a disability.***

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Job description last reviewed: 02/02/2024 by JW