

## **CHILED A INSTITUTE, INC.**

**JOB TITLE:** Chief Executive Officer

**QUALIFICATIONS:** Requires a Masters or a Doctorate degree in education or human service field, plus seven years of progressive program management experience. Position requires background in human services and prefers experience with children with developmental disabilities, particularly autism spectrum disorders. Prefer previous non-profit and fund-raising experience.

**HOURS OF DUTY:** Monday through Friday. Additional hours may be required. Must be available for public and fundraising. This position is a full time, exempt position.

**RESPONSIBLE TO:** Board of Directors

**SUPERVISES:** Management Team

**KNOWLEDGE AND DEMONSTRATED SKILLS:** Able to effectively promote staff and student capacity, demonstrate ability to enhance quality service delivery, exhibit visionary leadership skills and business acumen, demonstrate ability to implement and maintain data-driven management. Knowledge of business and management principles involved in strategic planning, resource allocation, fund-raising, networking, leadership technique, and coordination of people and resources.

### **SUMMARY OF POSITION:**

The Chief Executive Officer is responsible for leading the organization's continued growth and success while focused on the Mission of improving the lives of the children in care and complying with all regulations. The CEO provides creative, strategic leadership by working with the Board of Directors, Management Team, Staff, Parents and various communities to develop, implement, and assess long-term agency outcomes, strategies, plans and policies. The CEO supervises key leadership staff and oversees all functions of the agency including programmatic, financial, compliance and operations.

### **JOB RESPONSIBILITIES:**

*Behave Ethically:* Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.

1. Establish credibility throughout the organization and with the Board of Directors as an effective developer of solutions to business challenges.
2. Adherence to contractual and licensing rules and regulations, accreditation assurances, internal policies and procedures, and report to Board of Directors.
3. Assure all purchases are adhered to for certification and approval and are valid business expenses.

*Plan:* Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.

1. Oversee financial management of the organization, including development of the annual budget and monthly financials for presentation to the Board of Directors, and development of innovative strategies through prudent decision making, timely actions, and thorough risk analysis.
2. Spearhead the development, communication, and implementation of effective growth strategies and processes.
3. Work with the board to develop and continually improve a long term vision for Chileda's success.
4. Assess situations to determine the importance, urgency and risks, and make clear decisions that are timely and in the best interest of the organization.

*Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

1. Interface with parents, referring agencies, and school personnel to enhance a dynamic and student focused mutual relationship.
2. Interact with community and business leaders promoting the Mission of Chileda in a professional manner.

*Focus on Student Needs:* Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.

1. Ensure the provision of high-quality services in compliance with funding source requirements; interact with various agencies and business partners on a regular basis, regarding contract negotiations and management.
2. Address overall safety of students and staff

*Lead and Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness. Positively influence others to achieve results that are in the best interest of the organization.

1. Fosters a success oriented, accountable environment within Chileda.
2. Interact with all levels of staff positions to promote the therapeutic nature and philosophy of Chileda.
3. Provide leadership and management to ensure that the Mission and Vision of Chileda are consistently practiced.

Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.

1. Manage a team of leaders to accomplish goals and respond to opportunities and change using effective delegation and oversight; sets expectations, measures results and trusts/empowers others to accomplish results; selects and evaluates management team; uses colleagues as a collaboration resource in their area of expertise.
  - o Establish departmental responsibilities and coordinate functions among departments.
  - o Work with Management Team to implement corrective action plans to solve organizational or departmental problems.

Advocate for and Present Chileda's Purpose: As the primary spokesperson, the CEO is responsible for defending the foundations of residential care and advocating for its purpose.

1. Stay informed of current state and national legislative topics related to residential care.
2. Possess strong communication skills, presenting Chileda in a positive and purposeful way.

**OTHER:**

1. Be knowledgeable of Chileda Policies and Procedures, Accreditation Standards, and demonstrate its Missions and Values.
2. Maintain Confidentiality of Students and Employees.
3. Dress appropriately.
4. Communicate with and about students in a respectful, positive, age appropriate manner.
5. Be an overall positive role model for all employees and as a representative of Chileda as a whole.
6. Attend regular Board of Director meetings and all other required meetings and supply any information requested.
7. Develop donor relations as directed by the Board of Directors.
8. Be prepared to accept duties as assigned by Board of Directors.

**TYPICAL PHYSICAL DEMANDS:** Must have auditory, verbal, and visual acuity to adequately perform essential functions. Verbal communication and fine motor abilities must be adequate to perform essential functions including public speaking. Some travel is required.

---

Signature

---

Date

---

Print Name

May 2017